

**MINUTES OF PENZANCE TOWN COUNCIL MEETING** held in The Penlee Centre, Penlee Park, Penzance on Monday 20 May 2019 at 7.00pm

**PRESENT**

Councillor N C Broadhurst (Town Mayor)  
P Young (Deputy Mayor)

Councillors K M Baker  
A L Bates  
S J Bosworth  
R B Cliffe  
N A Davis  
W Elliott  
T L Halliday  
J M How  
B Jackson  
J S Lambourn  
R A Mann  
N G Pengelly  
S J Reed  
C A C White

Also present: Hester Hunt (Town Clerk), Teresa Fogarty (Senior Administration Officer), Paula Smith (RFO), Andrew Swan, Ben Sidgwick, Stephen Reynolds, Michael Rabbitte, 2 further members of the public.

**9. APOLOGIES FOR ABSENCE**

Councillors D J Axford, S M Cordel, J H Dixon, N N Waller

**10. DECLARATIONS OF INTEREST**

Cllr Lambourn declared a non-pecuniary interest in Minute 20 (b) Cornwall Association of Local Councils 2019/20 subscription, as he was a member of the Board; he did not take part in the vote.

**11. PUBLIC PARTICIPATION TIME**

(a) Andrew Swan re 'Ourtown' Project

Mr Swan addressed the meeting about the activities of the Growing Link 'Ourtown' Project that aimed to help tackle social issues in Penzance by bringing together three areas of the community – the clients of the Street Food Project, the business community and the youth community – through a series of art projects and exhibitions.

The first four print-making workshops held in St John's Hall and in conjunction with the Street Food Project had been a great success and, after much initial scepticism, had been well received by the clients of the Street Food Project.

The next stage of the project would be to involve the business community in the town centre and thirdly, to engage with a youth group later in the year. These three different elements of the community would then host a combined exhibition of artwork in The Exchange.

(b) **Ben Sidgwick – re petition for further pedestrian crossing on the promenade**

Mr Sidgwick had been campaigning for a further pedestrian crossing on Penzance Promenade, approximately half way between the two existing crossings. The proposal had met with great support both from businesses in the area and local residents. It was suggested that this could form part of the forthcoming refurbishment of the Promenade and Mr Sidgwick was seeking a letter of support for the crossing from the Town Council.

(c) **Stephen Reynolds - Heamoor Neighbourhood Plan & SHED (Save Heamoor from Excess Housing)**

Mr Reynolds urged Councillors to support the proposal put forward by Cllrs Elliott and How (Minute 20(n)) for improvements to the pedestrian and traffic safety at the Heamoor roundabout. Mr Reynolds further suggested that the Town Council could hold a meeting in Heamoor specifically to address the road safety situation at the roundabout and to enable Heamoor residents to express their views.

**12. CORNWALL COUNCILLORS' REPORTS**

**Cllr Mario Fonk**

Cllr Fonk was unable to attend the meeting but had submitted the following written report:

**Heamoor**

As you are aware the government inspectors have issued their report on Cornwall Council's housing allocations, they have confirmed the withdrawal of the three small sites in the village (Polmennor Road, Josephs Lane and Poltair), but they have allowed the PZ-H4 and PZ-H8 sites (Trannack and Boscathnoe) to go through. A lot of the residents are still very upset about this, they are very concerned about the proposed huge number of houses and the impact that they will have on the village.

As some of you might have heard SHED ( Save Heamoor from Excessive Housing ) held a public meeting last week to discuss the possibility of Heamoor having its own local council separate from Penzance Town Council. The meeting was very well attended with around 170 residents present. In a show of hands every single person in the hall indicated that they would like Heamoor to have its own local council

separate from Penzance Town Council. Most of the village hold the same views. I strongly believe that their wishes should be respected.

**Heamoor Roundabout**

I'm very grateful to Cllrs Will Elliott and Johnathan How for their initiative to try and make the area around the Heamoor roundabout safer for motorists and pedestrians. Will and Johnathan have my full support and urge you to please support their report. I've been campaigning and lobbying since 2002 to try and make improvements to this roundabout, the problem as always will be finding the money to implement the necessary safety measures. I have sent the report to Mike Peters, Area Highways Manager.

I would be very happy to work with the Town Council and the three Heamoor PZ Town Cllrs to try and get the improvements to the roundabout implemented.

You will be pleased to hear that at long last we are going to have a mobile Post Office in Gulval & Heamoor, we are still waiting for confirmation of the actual start date, but it should be up and running by the end of June

**Gulval**

Gulval Village Community Association (GVCA) are still very active in the village and I am extremely grateful to them for their continued support and for all that they are doing in the village. I am very lucky to have them and SHED, they devote many hours doing unpaid work to benefit their communities.

The vast majority of residents in Gulval like Heamoor wish to have their own local council separate from Penzance Town Council

There are still speeding problems in the village and the very narrow or sometime nonexistent pavements make the matters worse. I have requested that village is made a 20mph zone, but unfortunately the Members highways budget has still not been reinstated and nothing much can be done till it is. I'm indebted to Cllr Roy Mann for his continued support.

**Eastern Green**

There are a lot of genuine concerns regarding the amount of traffic going through Jelbert Way, I'm working with Highways to try and find ways to make this road safer.

The Branwell Mill (Tesco Roundabout) Feasibility Study has now been completed, I'm hoping to have a Pelican Crossing installed there as soon as funds become available. I am meeting Cllr Geoff Brown (Transport Portfolio Holder) to discuss the matter.

I would finally like to take this opportunity to thank Cllrs Jack Dixon, Bonnie Jackson & Karen Baker for all their hard work in Heamoor. I am very grateful to them, it has taken some of the strain from my very large casework.

**13. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted **Public Bodies [Admission to Meetings] Act 1960**

There were no confidential items to consider.

**14. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION**

No requests had been submitted.

**15. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETINGS OF 8 APRIL & 7 MAY 2019 AND OF THE EXTRAORDINARY TOWN COUNCIL MEETING OF 2 MAY 2019**

The minutes of the meetings having been previously circulated, it was

**RESOLVED** – to approve the minutes of the Town Council meeting held on 8 April 2019.

(Proposed: Cllr Broadhurst; seconded: Cllr Cliffe.) 2 abstentions

**RESOLVED** – to approve the minutes of the Town Council meeting of 7 May 2019.

(Proposed: Cllr Elliott; seconded: Cllr White.) Unanimous

**RESOLVED** – to approve the minutes of the Extraordinary Town Council meeting held on 2 May 2019.

(Proposed: Cllr Halliday; seconded: Cllr How.) 2 abstentions

(It was noted that Cllr Mann had not been present at the meeting and the Minutes in the Minute Book were amended accordingly before signature.)

**16. TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

There were no matters to be dealt with.

**17. TO RECEIVE QUESTIONS FROM MEMBERS OF WHICH PRIOR WRITTEN NOTICE HAD BEEN GIVEN, IN ACCORDANCE WITH SO NO. 15**

Cllr Elliott had submitted the following question for the Town Mayor:

*“May the Mayor please share with the Council, in detail, which policies she aims to enact and support over the coming year - particularly in the areas of supporting our local businesses to thrive, protecting and enhancing our open spaces throughout devolution, and helping to uplift our communities. What plans does she have in those areas, and will she work with me and others to explore the possibilities over the year?”*

The Mayor responded that all actions were outlined in the Town Council's Strategic Plan 2018-2021, the revised version of which had been adopted by the Council in February 2019.

Cllr Pengelly asked when he could expect a response to his question submitted at the Town Council meeting of 8 April. Cllr Cliffe (who was then Mayor) and Cllr Broadhurst would respond.

**18. TOWN MAYOR'S ANNOUNCEMENTS**

May 7<sup>th</sup>            **Mayor Choosing TM**

May 8<sup>th</sup>            **Helston Flora Day TM**

We loved this – we've never been and it was a beautiful sight – seeing the kids dancing their sets through the town. The Clerk snuck us into his office and let us stand on his desk so we could get a proper look – (no, we didn't do a risk assessment!)

May 9<sup>th</sup>            **Presentation of certificates for Active Plus participants TM**

I had heard a lot about this programme and about how good it was but it was so lovely to see the 4 who took part receive their certificates. The fact that the four graduates stood up and managed to speak about their journey is testament to the course and to their personal bravery.

**Meeting with Bill Grimsey TM, CD How**

**Lunch with Bill Grimsey, Cornwall Councillors, Cllr How, Cllr Cliffe and others.**

Bill Grimsey told it how it is. Town centres need dramatic rethinking if they're not to become wastelands; there should be Community Improvement Districts rather than Business Improvement Districts; there'll be no banks in high streets within 5 years; the public library should be at the heart of every town – not just lending books but offering all sorts of other services. He felt that the Market House would be the ideal location for such a thing in Penzance. Major priority: sorting out the gateway area. His final words: "You're sitting on a goldmine".

**Hayle Mayor Choosing Ceremony, CD How**

As the setting sun streamed in over the Copperhouse Pool, Clive Polkinghorne was reinstated as Mayor of Hayle. Hopefully no diplomatic incident was caused by me not realising that there were official seats for mayors of other towns. A conversation with Clive later made me think that he had temporarily felt cold-shouldered by Penzance as he gazed across and saw the empty Penzance seat!

**Devolution Meeting with Cornwall Council TM**

Meeting with Mark James and James Hardy. Attributable figures were provided which will allow the Officers to look at costs of running any assets we take on – watch this space.

May 11<sup>th</sup>

**Rotary ‘Know your Blood Pressure’ event TM**

Had my blood pressure taken – yet it was a bit high but... women of Afro Caribbean heritage are 8 times more likely to have a hypertensive condition – so it really had nothing to do with the week just passed.

May 13<sup>th</sup>

**Truro Mayor Choosing Ceremony TM**

The ceremony to install Bob Smith as Mayor of Truro was held in The Burrell Theatre as the municipal offices are being retried. It was a lovely ceremony but I do think ours is more informal and friendly. (And our Deputy Town Crier is a lot louder!)

May 14<sup>th</sup>

**Freegle send-off, CD How**

Freegle is the online organisation which brings together people with stuff to give away with those who need it! One of their key members is doing a sponsored walk so – together with the PZ Freegle Moderator – I walked with him to the city limits and the start of his great journey: 840 miles over the next 2 months – Penzance to Lowestoft following the coast!

May 15<sup>th</sup>

**Penzance/Concarneau Twinning Committee TM**

**Deputy Mayor Engagements**

May 10<sup>th</sup>

**A night at the Opera – Penzance Choral Society DM**

Great evening with a variety of songs from the opera. St Mary’s Church was packed and the choir excelled themselves. Everyone was spellbound by the beautiful voices of the soloists Catriona Holsgrove and Ryan Williams.

May 15<sup>th</sup>

**Connecting Penzance DM**

Mark (Tommo) Thomas and the team launched this Active Plus initiative in St John’s Hall to engage diverse local groups in helping to connect those needing support to those who can offer support. The Penzance project was chosen from thousands because we have record of continuing to support initiatives after the initial input. This one has funding for a year to kickstart ‘loneliness-free Penzance’.

Mark Thomas will be addressing full council meeting on 15th July.

16<sup>th</sup> May

**Mayor Choosing – Penryn DM**

Cllr Chas Wenmouth was duly elected mayor with all the appropriate ceremony, part of which is the presentation of the Lady Jane loving cup, presented to the town by Lady Jane Killigrew in 1633 with thanks for taking her in ‘her misery’. Unusually, when the Mayor’s party left the

room for the robing, three councillors gave a short concert of poetry and song. We then processed to the Town Hall for lavish refreshments.

**19. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

(a) Planning Committee – 10 April & 1 May 2019

The minutes of the Planning Committee meetings held on 10 April and 1 May 2019 were presented and noted.

(b) Personnel Committee – 27 March 2019

The minutes of the Personnel Committee meeting held on 27 March 2019 were presented and noted.

**20. REPORTS FOR DECISION**

(a) Annual Report 2018/19

Members were asked to approve the three sections that made up the Annual Report:-

(i) Annual Internal Audit Report 2018/19

It was unanimously

**RESOLVED** – to approve the Annual Internal Audit Report for 2018/19.  
(Proposed: Cllr Mann; seconded: Cllr Davis.)

(ii) Governance Statement 2018/19

It was unanimously

**RESOLVED** – to approve the Governance Statement 2018/19.  
(Proposed: Cllr Elliott; seconded: Cllr Davis.)

(iii) Accounting Statement 2018/19

It was unanimously

**RESOLVED** – to approve the Accounting Statement 2018/19.  
(Proposed: Cllr White; seconded: Cllr Mann.)

The Town Mayor, the Town Clerk and the RFO signed the relevant documents a copy of which can be found at Appendix A to these minutes.

(b) Cornwall Association of Local Councils 2019/20 subscription

The Town Council had been advised of the 2019/20 subscription for Cornwall Association of Local Councils (CALC) which included a subscription for the National Association of Local Councils (NALC). The cost of renewing the Town

Council's membership was £2971.47, which was £318.38 greater than the sum budgeted for when setting the annual budget.

Members recognised the value of the services provided by CALC/NALC and it was

**RESOLVED** – to approve:

- The renewal of the annual subscription for CALC/NALC,
- To finance the increase in cost of £318.38 by transferring this amount from budget head 3997 – General Contingency to 3070 – Association Fees.

(Proposed: Cllr Mann; seconded: Cllr Cliffe.) 1 abstention

(c) Town Centre Hub – roll forward of 2018/19 budget

In September 2018, the Town Council had agreed to contribute towards the cost of establishing a Town Centre Hub in partnership with Cornwall Council and Penzance BID.

A Town Centre Hub budget (3195) had been established in 2018/19 for £8,810 to cover costs relating to rent (£2,000), rates (£1,410), utilities and insurance (£800), maintenance (£600) and set-up/fit-out costs/maintenance (£4,000).

Due to safety issues with the proposed property, the Hub had not yet opened and it was proposed to roll forward the unspent budget into 2019/20.

Members were informed that an alternative venue was being sourced and it was unanimously

**RESOLVED** – to approve:

- That the underspend balance in the 2018/19 budget for the Town Centre Hub of £8,810 be carried forward into 2019/20;
- To draw the sum of £8,810 from the General Fund Reserve on 1.4.19 to increase budget line 3195.

(Proposed: Cllr Cliffe; seconded: Cllr How.)

(d) Approval and adoption of Financial Regulations 2019

The Financial Regulations were reviewed and updated on an annual basis and it was proposed that, going forward, the document should form Part II of the Standing Orders rather than be a stand-alone document and it was unanimously

**RESOLVED** – to approve and adopt the revised Financial Regulations for the municipal year 2019/20 and that these should now form Part II of the Standing Orders.

(Proposed: Cllr Mann; seconded: Cllr Reed.)

(e) Adoption of revised Standing Orders 2019

Following the Town Council's approval of the draft revisions to the Standing Orders at the Council meeting of 8 April 2019, no questions or comments from members of the public had been raised and members were now asked to formally adopt the revised Standing Orders for the municipal year 2019/20.

Following adoption of the revised Financial Regulations for 2019/20, these will now form Part II of the Standing Orders.

It was unanimously

**RESOLVED** – to adopt the revised Standing Orders for the municipal year 2019/20.

(Proposed: Cllr Mann; seconded: Cllr Cliffe.)

(f) Formal appointment of Responsible and Deputy Responsible Person for Legionella Management

During 2017 and 2018, an external contractor had been appointed to carry out Water Management Risk Assessments.

Members of the Leisure & Amenities Team had recently undergone training in respect of testing requirements, methods, frequency and reporting with regarding to Legionella controls.

It was recommended that members of staff be appointed to act on issues and take appropriate action to ensure that the relevant guidelines were adhered to and it was unanimously

**RESOLVED** – to formally appoint the Leisure & Amenities Manager and Operations Officer to the positions of Responsible Person and Deputy Responsible Person respectively for the management of Legionella control across all areas under the remit of the Leisure & Amenities Committee.

(Proposed: Cllr Reed; seconded: Cllr Mann.)

(g) Mazey Day Lunch

Since the revival of the Golowan Festival in the 1990s, the Town Council had hosted a Civic Lunch on Mazey Day. This, together with the Feast of St John Civic Service the preceding Sunday, replaced the more traditional Civic Service as held by other towns and parishes in Cornwall.

It had been suggested that, for economic reasons, the Mazey Day lunch should be removed from the civic calendar. However, if members wished to continue hosting the event, a suitable venue would need to be sourced and booked as a matter of urgency for Mazey Day 2019 (Saturday 29 June).

It was noted that the event had been poorly attended over the past two years and it was suggested that enhancing the coffee and saffron bun offering after the morning civic parade could be more appropriate.

It was then

**RESOLVED** – to continue hosting a buffet lunch at a suitable venue (possibly St John’s Hall) and that the lunch should include alcoholic refreshments.

(Proposed: Cllr Pengelly; seconded: Cllr Elliott.) 14 for; 1 against; 1 abstention

(h) **Social Action Fund Policy adoption**

The Town Council created a Social Action Fund budget of £25,000 in its 2018/19 budget so that it could exert influence and support initiatives dealing with pressing local social issues. It created a Social Action Working Group to develop a strategy for the SAF at the Town Council meeting on 21 May 2018.

A draft report providing the key elements of policy and procedure for managing the Social Action Fund had been circulated to all members.

The setting up of a Social Action Sub-Committee (sub-committee of Finance & GP) had been recommended upon the advice of officers taking into account the amount of public money at stake, public interest in the issues being considered and the long lasting nature of the sub-committee’s role.

It was unanimously

**RESOLVED** – to:

- Adopt the Social Action Fund Policy and Procedures document;
- Create a Social Action Sub-Committee (SASC) reporting to the Finance & General Purposes Committee, open to all members of the Town Council.

The initial membership of the SASC to be the membership of the SAWG.

(Proposed: Cllr Reed; seconded: Cllr Cliffe.)

(i) **Growing Links ‘Ourtown’ Project – grant award**

A request for financial support had been received from a creative initiative that planned to help tackle social issues in the Parish by providing Business Workshops, Youth Workshops and exhibitions at St John’s Hall and the Exchange Gallery.

Cllr Halliday proposed that the Town Council could support a Youth Workshop and also provide financial support for an exhibition and it was unanimously

**RESOLVED** – to approve a grant of £1,800 to support Growing Links to deliver the ‘Ourtown’ Youth Workshop and Exchange Gallery Exhibition, to be paid

from the Social Issues Support budget (3200) following a virement of the same amount from the Social Issues Support Reserve (3995/5).  
(Proposed: Cllr Halliday; seconded: Cllr Cliffe.)

(j) **Review of Town Council Strategic and Small Grant Policies**

It had been noted that, although the Town Council provided strategic grants to 14 organisations annually, there was no formal policy in place to guide Councillors and external organisations.

Small grants were awarded in accordance with the Town Council's adopted policy with a self-imposed limit of £500 per grantee. During 2018/19 the Town Council supported 16 projects and awarded £5,815 of the £9,000 budget.

The Town Council formally adopted its Strategic Plan in February 2019 and it would be very timely to review the policy for awarding grants, both strategic and small, to ensure any policy reflected its aims and objectives and provided transparency for grant applicants.

It was therefore unanimously

**RESOLVED** – to support a review of the grant systems for awarding grants to external organisations.

(Proposed: Cllr White; seconded: Cllr Davis.)

(k) **Replacement of play equipment in Penlee Park**

Following the Leisure & Amenities Committee's resolution in December 2018 to approve the replacement of a number of pieces of equipment in Penlee Playpark, quotes had been sourced and assessed and a contractor appointed.

However, it had not been possible to progress the project during the 2018/19 financial year and the funding earmarked for the equipment had been moved to General Fund Reserves.

It had been agreed with the appointed contractor that the work would take place during September/October 2019 which would ensure that the playpark could remain in use for the whole of the summer holiday period and it was unanimously

**RESOLVED** – that the underspend balance in the 2018/19 budget for the Play Equipment Replacement of £25,000 be carried forward into 2019/20 and be reinstated into budget line 1250 'Play Equipment Fund'.

(Proposed: Cllr Mann; seconded: Cllr Baker.)

(l) Renewal of Public Spaces Protection Orders

Cornwall Council was seeking early views prior to undertaking a public consultation regarding the renewal of the Public Spaces Protection Orders (PSPO's) relating to Cornwall's seasonal dogs on beach restrictions.

The law requires that Public Spaces Protection Orders (seasonal dogs on beach restrictions) must be renewed every three years, which could include, amending, removing or creating additional ones and the Council must consult on these before they can be implemented.

Existing orders would end in April 2020 and new orders would need to be in place before any new seasonal restrictions could come into effect.

Consultation with the public was planned from August 2019, at which the Town Council would be a key stakeholder, but if any member wished to submit any early comments they needed to be submitted by 18 June 2019.

Cornwall Council was also seeking the Council's view on the most appropriate ways to enforce beach restrictions, and was asking what resource the Council could commit to in assisting in beach restriction enforcement.

It was

**RESOLVED** – that:

- (i) Members inform the Town Clerk (by Tuesday 28 May) of any request to include, amend or remove existing areas or to create additional areas.
- (ii) Members inform the Town Clerk (by Tuesday 28 May) of any comments to be fed back regarding enforcement methods and potential resources.

(Proposed: Cllr Elliott; seconded: Cllr Davis.)

(m) Penlee House budget roll forward

The Penlee House Director had requested the roll-over of unspent amounts from the 2018/19 financial year into the 2019/20 year. The sums requested related to grant-funded project expenditure and it was unanimously

**RESOLVED** – that the Council agree to the roll-over of unspent amounts in the financial year 2018-19 to be spent in the year 2019-20. All of the requested roll-overs relating to grant-funded project.

In addition, that the Council agree to the movement of a total of £2,000 from the Council Run Exhibitions fund to enable further educational work inspired by the 'Luminaries' exhibition.

(Proposed: Cllr Reed; seconded: Cllr White.)

(n) Causewayhead and Heamoor Roundabout pedestrian and traffic safety improvements

Councillors Elliott and How had prepared a report that raised concerns over traffic safety issues at the top of Causewayhead and at the Heamoor roundabout (A30).

Cllr Elliott explained that the main aim of the initiative was to lobby Cornwall Council about the inadequate pedestrian and traffic safety measures in place in the two areas.

It was noted that any action taken would need to be evidence-based and it was suggested that the Council should work together with the Penzance Regeneration Partnership and other political partners to put forward potential solutions. Councillors Broadhurst and Axford (the Town Council's representatives) could take this issue to the next Penzance Regeneration Partnership meeting.

Following further discussion it was unanimously

**RESOLVED** –

(i) That Penzance Town Council would request that Cornwall Council investigate the possibility of implementing 'Pedestrian and Traffic Safety Improvements' at the top of Causewayhead in Penzance and around the Heamoor Roundabout as proposed in Appendix A of the report submitted. (Proposed: Cllr Pengelly; seconded: Cllr Reed.)

and

(ii) That Penzance Town Council request that Cornwall Council investigate the possibility of implementing 'Pedestrian and Traffic Safety Improvements' around the Heamoor Roundabout as proposed in Appendix E of the report submitted.

(o) Rotation of full Council meetings

Councillor Elliot had submitted a suggestion that future Town Council meetings should be held on a rotational basis in each of the areas that made up Penzance Parish – Gulval, Heamoor, Mousehole, Newlyn, Paul – as well as central Penzance. It was hoped that this would enable a more comprehensive engagement with the electorate and provide as many people as possible with the opportunity to attend at least one Town Council meeting.

It was

**RESOLVED** – that Penzance Town Council would rotate its full Town Council meetings around the Parish – holding these meetings on rotation in Gulval, Heamoor, Mousehole, Newlyn, Paul and Penzance, subject to the availability of suitable venues with adequate parking and disabled access.

(Proposed: Cllr Elliott; seconded: Cllr Bates.) 15 for; 1 against

(p) **Communication Action Plan**

In February 2019 the Town Council had approved and adopted the Communications Strategy for the period 2019/2021.

A Communications Action Plan had been formulated that showed the tasks to be achieved and a timeline for working towards achievement of the Council's overall aims and objectives and it was unanimously

**RESOLVED** – to approve the proposed action plan with included timescales / deadlines.

(Proposed: Cllr Pengelly; seconded: Cllr Jackson.)

(q) **Penzance Twinning – Cuxhaven gift and gift audit**

The Town Council had been approached with a request that a gift be purchased to be presented to the delegation of visitors from the twin town of Cuxhaven who would be visiting Penzance during the 2019 Golowan Festival.

Furthermore, it was noted that gifts that had been received from Penzance's twin towns (Concarneau, Cuxhaven, Bendigo, Nevada City) were currently in storage, following the loss of the Mayor's Parlour in St John's Hall where they had previously been displayed. It was therefore suggested that an 'audit' of the gifts be carried out to ascertain what could be displayed in the limited space available in the Penlee Centre and it was unanimously

**RESOLVED** – that

(i) The Town Council approve the purchase of a gift for the twin town of Cuxhaven; the gift to be presented to a representative of Cuxhaven at the time of their visit during the 2019 Golowan Festival – Budget line 3060 (official functions);

(ii) The Town Council carries out an audit of gifts given to the town by its twin towns of Concarneau, Cuxhaven, Bendigo & Nevada City;

(iii) The Penlee House Committee be asked to ascertain whether there is space in Penlee House to display memorabilia/gifts received from the towns twinned with Penzance.

(Proposed: Cllr Bates; seconded: Cllr Davis.)

(r) **HR support – roll forward of 2018/19 budget**

Councillors had established a budget in 2018/19 to enable external HR support services to be secured to advise the Town Council. A delay to the anticipated timescales has resulted in an underspend against budget at 31.3.19 of £3,383.

In order to enable the matter to be concluded, it was proposed to roll-forward the unspent budget into the financial year 2019/20.

Members felt that the required sum of £3,383 should not be drawn from the Council Run Exhibition fund as proposed by the Penlee House Director and it was

**RESOLVED** – not to approve the transfer of the sum of £3,383 from the Council Run Exhibition Fund but to request that the Finance & General Purposes Committee increase the HR Consultancy budget by £3,383.

(Proposed: Cllr Davis; seconded: Cllr Cliffe.) 15 for; 1 abstention

(s) Personnel Committee - membership

Following advice received from CALC, it was

**RESOLVED** – to move this item to end of the meeting for consideration and to exclude the public and press in accordance with the 'Public Bodies [Admission to Meetings] Act 1960.

(Proposed: Cllr Broadhurst; seconded: Cllr Elliott.) 15 for; 1 against

**21. REPORTS FROM OUTSIDE BODIES**

(a) Penzance BID

Cllr Cliffe provided a verbal update on the activities of the BID group.

(b) Penzance Neighbourhood Plan

Cllr Davis provided a verbal update on the activities of the Penzance Neighbourhood Plan organisation.

(c) Penzance Regeneration Partnership and Place-Shaping

Cllr Cliffe provided a verbal update on the activities of the Penzance Regeneration Partnership and the Place-Shaping group.

(d) Jubilee Pool

Cllr Davis provided a verbal update on the activities of Penzance Jubilee Pool Ltd and a copy of the written report from the recent meeting would be made available to the Town Clerk. It was noted that the Pool was due to open on 6 July and the café should be open by 27 July.

**22. REPORTS FOR INFORMATION**

(a) Golowan Festival CIC report

The latest report from Golowan Festival CIC had been circulated.

(b) Devolution from Cornwall Council – Phase 2

Following a meeting between the Devolution Working Group and representatives of Cornwall Council's Localism Team, a timeframe for moving forward had been agreed and this was presented to members for information.

(c) Youth Working Group

An update on the activities of the Youth Strategy Working Group was provided.

**23. MATTERS ARISING FOR REPORT ONLY**

None.

In accordance with the resolution taken at Minute 20(s) above, the press and public left the meeting.

**Personnel Committee – Membership**

Following on from a proposed review of the membership of the Personnel Committee, expressions of interest had been received from the 7 existing members of the Committee plus 3 others.

The Mayor announced that she would be calling an Extraordinary Town Council meeting on 13 June 2019 to deal with this matter and that any member wishing to submit an expression of interest in becoming a member of the Personnel Committee should do so in writing to the Town Clerk by 10.00am on Friday 31 May.

Furthermore, any Councillor wishing to propose any amendments to the Terms of Reference for the Personnel Committee should likewise do so in writing to the Town Clerk by 10.00am on Friday 31 May.

The meeting closed at 9.13pm

Town Mayor  
15 July 2019