

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING held in Committee Room No. 3, St. John's Hall, Penzance on Monday 21st January 2008 at 7.00 pm.

PRESENT

Councillor C.A. Dennis (Chairman)

Councillors R. Clark
M. Freeman (left meeting at 9.20 pm)
R.M. Lawrence
M. Lovegrove
K.L.W. Perry
S.J. Reed
P.C.H. Rendle

ALSO PRESENT

Councillor J. Moreland

61. **APOLOGIES**

Councillors F. Granger, C.A.C. White and H. Worth.

62. **TO RECEIVE DECLARATIONS OF INTEREST**

Councillor Reed declared a prejudicial interest in minute 64(e) - 'St. Piran's Day' as a member of the Organising Committee.

Councillor Reed declared a personal interest in minute 70 - 'Golowan 2008' - Meeting of Management Group, as a volunteer.

Councillor Reed declared a prejudicial interest in minute 72 - Report re. Montol Event - December 2007 as Chairman of the Organising Committee.

Councillor Lovegrove declared a personal interest in minute 64(k) - 'Morrisons - Request for Financial Assistance re. Bus Service for Disabled Customers' as a member of the original discussion group.

Councillor Perry declared a personal interest in minute 64(f) - 'Postal Service - Letters of Complaint Received' as a recipient of a Post Office pension.

Councillors Clark and Rendle declared a personal interest in minute 69 - 'One Cornwall' as members of Mebyon Kernow.

63. **MINUTES OF MEETING HELD ON 3RD DECEMBER 2007**

Having been circulated, it was

RESOLVED: that they should be signed as a true and correct record.

64. **REPORT OF TOWN CLERK**

(a) Review of Standing Orders, Constitution and Name of Council

The Town Clerk reminded members that standing orders are normally subject to a full review every three years to take account of any legislation and good practice recommendations which had been incorporated by way of resolution with relevant notes being attached to the standing order concerned.

With regard to a constitution, Parish Councils do not normally have formalised constitutions but the Council holds a formal record of the statutes which provided for its formation in 1980.

With regard to the proposal to consider a change to the name of the council, it was felt appropriate that this matter should be considered 'in committee'.

(b) Resolution to Exclude the Press and Public

Due to the confidential nature of the next matter to be discussed, it was

RESOLVED: to exclude the press and public from the next part of the meeting.

(c) Name of Council

See Confidential Appendix "A".

(d) Resolution to Re-Admit the Press and Public

It was

RESOLVED: to re-admit the press and public to the meeting.

Councillor Clark referred to a verbal complaint by Councillor Nebesnuick in which he felt that a breach of standing orders had occurred at the Town Council Meeting on the 19th November when Councillor Clark had put forward proposals in writing concerning 'One Cornwall'.

The essence of the complaint was that the proposals were of considerable length and that they should have been issued to members in advance of the meeting.

Councillor Nebesnuick subsequently raised the issue at a Planning Committee Meeting with a question to the Chairman under Standing Order 24 and the Town Clerk had responded to the points made in conjunction with Councillor Rendle as Chairman of the Planning Committee.

In relation to the proposals which were placed before the Town Council on the 19th November, Councillor Clark had informed members of the General Purposes Committee

meeting that he would be bringing a motion to full Council and the recommendation at the General Purposes Committee had been that the matter should be discussed at full Council and, on this basis, the Town Clerk felt that no breach of standing orders had occurred but that he would seek a definitive answer in this respect and report to Council in due course.

(e) St. Piran's Day

Having noted Councillor Reed's interest and involvement as Treasurer of the St. Piran's Day Committee, he was invited to remain at the meeting to take part in discussions with regard to the financial position of the committee and whether or not grant aid would be required for this year's celebrations.

Councillor Reed was able to advise that no request for grant aid would be made for the proposed St. Piran's Day celebrations this year and the Town Council's contribution could, therefore, be made available to widen the participation in the event across the community and it was, therefore,

RESOLVED: that proposals in this respect would be brought forward for consideration by the Finance/Property Committee at its meeting on the 24th January and it was

RECOMMENDED: that the matter then be considered at full Council on the 4th February.

(f) Postal Service - Letters of Complaint Received

The Town Clerk reminded members of the resolution made by the Town Council on the 19th November 2007 that the public be encouraged to write to Councillor Freeman, care of the Town Clerk's Office, with any complaints regarding the postal service. Six letters had been received and a summary of their content had been made by Councillor Freeman and was reported to committee.

In addition, a letter had been sent by the Council to Postwatch who advised that the local Royal Mail Customer Service should be approached in the first instance and provided with the opportunity to offer a response in respect of the complaints and it was, therefore,

RESOLVED: that the Town Clerk should write to the local Royal Mail Customer Service section to invite a representative to attend the full Council Meeting on the 4th February.

(g) Cornwall County Fire Brigade

(i) IRMP Service Plan 2008/09 Consultation

The Town Clerk advised members that the County Fire Brigade was in the process of compiling its 2008/09 Service Plan and that he would copy to all members the Summary Statement and questionnaire and members were encouraged to respond individually by sending completed forms to the Town Clerk's Office prior to the full Council Meeting on the 4th February.

If it so wished, the Council could also provide a corporate response at that meeting and it

was

RECOMMENDED: that the position be noted.

(ii) Christmas Safety Message

As a part of proactive measures on the part of the Fire Brigade to improve safety in the community, a DVD had been distributed to retail outlets in the run-up to Christmas with a request that such outlets display the message on screen to raise awareness of the additional fire risk at Christmas time in relation to lights, decorations, etc. and it was

RECOMMENDED: that the information be noted.

(iii) Copy of Letter of Complaint from Member of Public re. Cuts to Fire Service

A copy of a letter submitted to 'The Cornishman' by a member of the public had been received and the Town Clerk advised that it related to proposed cuts in the service countywide and it was

RECOMMENDED: that receipt of the letter be noted and that a letter objecting to service cuts be sent to the County Council and that the letter be copied to Falmouth Town Council to make members there aware of support in its battle to retain full fire cover for the town.

(h) Cornwall Association of Local Councils Seminar

(i) 4th Annual Conference - 'Sustainable Communities' - 9th February 2008

Notification of the 4th Annual CALC Conference on the 9th February had been received and it was open to all members at a cost of £10.00 per delegate.

Councillor Clark was concerned with regard to the chosen topic of discussion, feeling that the conference should have concerned itself with issues relating to the move to a Unitary Authority and it was noted that this item would appear for further discussion later in the meeting under the 'One Cornwall' heading and it was

RECOMMENDED: that the position be noted.

(ii) Nomination Process for Honorary Officers and Representatives to Outside Bodies of CALC

Nominations were sought for the CALC positions of President, Vice-President, Chairman, Vice-Chairman and also as representatives to outside bodies and it was

RECOMMENDED: that Councillor Lawrence be nominated as a representative of CALC to the Cornwall PCT Advisory Group and that Councillor Clark be nominated for the position of Chairman or Vice-Chairman. Nominees would need to provide a short CV and up to 250 words in support of their nomination and it was

RECOMMENDED: that the proposal be carried forward for determination at the next full Town Council Meeting.

(i) Advertising of Town Council Agendas and Minutes

Councillor Nebesnuick had raised with the Town Clerk the issue of advertising the agenda and minutes of meetings and the possibility of displaying them on notice-boards at strategic points throughout the parish.

It was noted that it may be possible to do this with agendas but that the minutes would be too lengthy for any normal size notice-board or shop window space.

However, it was agreed that the profile of the Town Council could be raised by greater publicity and possibly having a regular column in the 'Down Your Way' section of 'The Cornishman' or as a free-standing item with members contributing copy in respect of various areas of interest and it was

RECOMMENDED: that the matter be taken forward for further discussion at the next full Town Council Meeting.

(j) Tourism

(i) Visit Cornwall Tourism Conference - 26th February 2008

The Town Clerk advised that the annual 'Visit Cornwall Tourism Conference' would take place on the 26th February at Bedruthan Steps Hotel and the cost of participation was £22.00 per delegate, to include lunch and refreshments, and it was open to any member who wished to attend and it was

RECOMMENDED: that the position be noted.

(ii) PTAG - Minutes of Meeting held on 7th December 2007 and Update re. Future of PTAG

The Town Clerk advised members that David Rutherford, Sustainable Tourism Officer, had now left Penwith District Council and that for the next 12 months the PTAG meetings would be chaired on a joint basis by Alison Bevan, Director of Penlee House, and Liz Trenary.

Both had felt that the meetings, which had been initiated by David Rutherford, were of great value to the sector and it was

RECOMMENDED: that the position be noted.

(iii) Japanese Visitors in Penwith

Notification had been received of a one day Japanese language course taking place at the Garrick Hotel, St. Ives on the 26th February aimed at providing basic Japanese language skills for those involved in the tourism industry.

It was expected that there would be a considerable increase in Japanese visitors in the area, partly due to promotion of the £2 million refurbishment currently taking place at the Bernard Leach Pottery in St. Ives and it was

RECOMMENDED: that the position be noted.

(k) Morrisons - Request for Financial Assistance re. Bus Service for Disabled Customers

A request had been received from Morrisons Supermarket for the Town Council to subsidise the provision of a bus which would have the facility to take disabled customers to and from the supermarket.

Councillor Lovegrove advised that he had been involved in discussions in this matter and had agreed with Morrisons that he would bring the letter he had received to the attention of the Council. However, whilst members were sympathetic to the needs of parishioners with mobility problems and mothers with buggies, it was felt that a commercial organisation the size of Morrisons should be in a position to provide appropriate transport and that Morrisons should be encouraged to approach a local bus company to see if the problem could be resolved and it was

RECOMMENDED: that the position be noted.

(l) Electronic Setting of Meeting Dates

The Town Clerk advised that software was now available to enable online contact of members in relation to the setting up of non-timetabled meetings which, it was acknowledged, happened only on a fairly infrequent basis.

Software would enable members to be approached so that a most suitable date could be set for the majority, and those members not available on-line would be telephoned and it was

RECOMMENDED: that the position be noted.

(m) Bendigo/Nevada City Twinning Group - Update

The minutes of the latest Bendigo/Nevada City Twinning Group Meeting, which took place on the 17th January, were available from the Town Clerk's Office for any member who wished to have sight of them and the main points arising from the meeting was the news that Pendeen C.P. School had now set up e-mail links with a school in Bendigo and the group had also informally explored the possibility of widening the local geographical area of twinning and, to this end, St. Just Town Council had been approached and three members of the council had indicated a wish to join the group and it was

RECOMMENDED: that the current group should be widened to include the St. Just/Pendeen area due to the heritage mining links of that location and, that councillors from St. Just should be invited to join the group which would be re-named to reflect the wider interest.

(n) Tackling Climate Change

(i) Response Letter Concerning Excess Packaging

The Town Clerk advised that a letter had been received from DEFRA responding to the Town Council's concern over the amount of excess packaging in the retail industry and this would be copied to all members for information and it was

RECOMMENDED: that the position be noted.

(ii) Plastic Bag Free Town

The Town Clerk advised that the Causewayhead Traders Association had been approached with regard to spearheading a move to make Penzance 'plastic bag free' and traders were keen to be involved and the matter would be discussed at their next meeting on the 22nd January.

Staff had also carried out some research into this issue in respect of other towns responding to the original initiative by Modbury, and this information was available to any member who wished to have sight of it, and it was

RECOMMENDED: that the position be noted.

(o) South West Water - Questionnaire Concerning Water Services

The Town Clerk reminded members of the questionnaire, which had been distributed in December, and he advised that the responses which had been received had now been forwarded to South West Water and it was

RECOMMENDED: that the position be noted.

(p) PACT - Minutes of Meeting held on 22nd November 2007

The minutes of the November meeting of PACT were available to any member who wished to have sight of them and the Town Clerk advised that meetings take place on a bi-monthly basis and, although he had managed to attend a number of meetings, the Town Council had not formally appointed a representative and it was

RECOMMENDED: that Councillor Perry be nominated as the Council's representative to attend PACT meetings.

(q) The Alan Harvey Citizens of the Year Award 2008

The District Council had provided information in respect of the above award and members could bring forward nominations for consideration up to the time of the Town Council Meeting to be held on the 10th March 2008 and it was

RECOMMENDED: that the position be noted.

(r) Circulars Received

The circulars, as listed in Appendix “B”, were available to any member who wished to have sight of them and it was

RECOMMENDED: that receipt be noted.

In addition to those circulars, the Town Clerk advised that papers for the Penwith District Council Social Economic & Environment Committee Meeting held on the 5th December 2007, together with the papers for the full District Council Meeting to be held on the 23rd January 2008 at DEFRA - Fishers 2027, had been received and it was

RECOMMENDED: that the position be noted.

(s) Reports from Outside Bodies

There were no reports to be received under this heading and the matter was left open for the Town Council Meeting on the 4th February 2008 and it was

RECOMMENDED: that the position be noted.

65. **STREET TRADING APPLICATIONS**

(a) Correspondence re. Street Trading Licences

The Town Clerk advised of correspondence which had been received from a retail outlet on Wharf Road in relation to the granting of a renewal licence to the owner of a mobile ice-cream tricycle and the fact that this trade conflicted with that of the retail outlet.

The Town Council had not been consulted on the renewal and the Town Clerk had established that the District Council had now amended its policy and, that it would no longer consult on long-standing licence renewal applications which would be left for decision by the Head of Legal and Democratic Services.

It was felt that it should be possible to re-examine the application and it was, therefore,

RECOMMENDED: that a request be sent to the District Council that the Town Council be consulted on all street trading applications (both new and renewals) on a timely basis in order that any change in circumstances, ie. the opening of permanent retail outlets, be taken into account in respect of renewal applications.

(b) Police and Licensing Committee - 4th February 2008

The second meeting of the Police and Licensing Committee would take place on the 4th February and would be attended by Councillor Granger as the Council’s representative and it was

RECOMMENDED: that the position be noted.

(c) Notification of Licensing Panel Meeting - 19th December 2007

The papers from the Licensing Panel Meeting of the 19th December 2007 had been received and were available to any member who wished to have sight of them and it was

RECOMMENDED: that the position be noted.

(d) Consent for Temporary Street Furniture

The Town Clerk referred to the planning application by ‘Subway’ sandwich bar on Causewayhead to place tables and chairs outside the premises and advised that, alongside the planning process, a notice had to be served on Cornwall County Council as the Highway Authority and the Town Clerk would establish the Highway Authority’s position in this matter and it was

RECOMMENDED: that the information be noted.

66. **FINANCIAL POSITION**

The committee considered its financial position to the 31st December 2007 and it was

RESOLVED: to note the position.

The committee also considered payments made in the months of October, November and December 2007 and it was

RESOLVED: to approve such payments (see Appendix “C” for both financial position and payments made).

In respect of Christmas lights, it was

RECOMMENDED: that consideration should be given to some form of grant to the outlying areas of the parish, including Mousehole, Newlyn and Gulval in respect of Christmas lighting and this issue would be considered during the year.

67. **HEALTH MATTERS**

(a) Mayor’s Parlour Campaign Team - Update from Councillor Cotton

This matter would be taken forward to full Council to allow Councillor Cotton to report and it was

RECOMMENDED: that the position be noted.

(b) Healthy Living Network News

The latest edition of the Healthy Living Network News had been received and was available to any member who wished to have sight of it and it was

RECOMMENDED: that receipt be noted.

(c) Public Meeting (A Healthy Future for West Cornwall Hospital) - 24th January 2008

The Town Clerk advised that a Public Meeting had been called by Andrew George, MP to take place on the above date and to discuss the future of West Cornwall Hospital which would afford members of the public the opportunity to pose questions to a panel which would include the Chief Executives of the West Cornwall Primary Care Trust and the Royal Cornwall Hospitals Trust, together with two clinicians, and it was

RECOMMENDED: that the position be noted.

68. **REGENERATION MATTERS**

(a) THI - Minutes of Meeting held on 14th November 2007 and Notification of Meeting to be held on 13th February 2008

The minutes of the THI Meeting held on the 14th November 2007 had now been received and were available from the Town Clerk's Office.

Councillor Freeman referred to the state of the water-feature at the Humphry Davy statue on Market Jew Street and expressed concern that the feature was often full of rubbish and out of action due to soap powder being tipped into the water and affecting the pump mechanism.

The Town Clerk had spoken to the District Council who were monitoring the situation and had received information that there had been more call-outs than had been originally anticipated and it was

RECOMMENDED: that a letter be sent to the District Council and the County Council, expressing the view that the water-feature had received a fair trial but had not proved successful and that it should, therefore, be replaced with an alternative feature such as a planter.

Councillor Reed requested that his vote against the proposal be recorded.

(b) Coinagehall Street Developments - Brief to Potential Developers

The Town Clerk advised that developers had been asked to submit their final plans by the 31st January 2008 and it was hoped that analysis of the bids would be completed by mid February to enable the Selection Panel to make a decision. A copy of the brief, which had been distributed to potential developers, had been sent to the Town Council for information and it was

RECOMMENDED: that the position be noted.

(c) Penzance and Newlyn Regeneration Management Group - Meeting held on 10th January 2008 - Verbal Report from Town Clerk plus Penzance Harbour Business Plan

The Town Clerk referred to the above meeting which had received reports in respect of the Townscape Heritage Initiative and the Coinagehall Street development (already covered above) and the Penzance Harbour Business Plan, a copy of which had been sent to the Town Council for information, and it was

RECOMMENDED: that the Town Clerk should ascertain whether the Business Plan was in the public domain, in which case the electronic copy could be obtained for posting on the Town Council's website.

(d) Joint Meetings

The Town Clerk advised that the Regeneration Consultation Group had not met as an individual group within the last three months but that it had met on two occasions to receive presentations in relation to the Isles of Scilly Route Partnership and the Market and Coastal Towns Initiative Plan entitled 'Penzance Futures', which would be discussed later in the meeting, and it was

RECOMMENDED: that the position be noted.

69. 'ONE CORNWALL'

(a) Report of Seminar - 13th December 2008

For the record, the above seminar had been organised by Penwith District Council to provide an update on the move to a Unitary Authority and had taken place in the Queen's Hotel and it had been well attended by members, together with representatives of other Town and Parish Councils in Penwith.

The Chief Executive of Penwith District Council had promised that further seminars would be convened to keep members aware of developments in respect of the setting up of the Unitary Authority and it was

RECOMMENDED: that the position be noted.

(b) Meeting with Penwith District Council Joint Implementation Executive Representative - 21st January 2008

The Town Clerk advised of a meeting which had taken place with Roger Harding (PDC representative on the Joint Implementation Executive), the Mayor, the Deputy Mayor and the Town Clerk.

Councillor Harding had provided details of the work of the JIE and advised that, to date, discussions had centred around processes and there had been little discussion in respect of the aspirations of Town and Parish Councils in terms of decision-making and delivery of services.

The Town Clerk advised that the resolutions of the Town Council, which had been forwarded to the local JIE reps and the Chief Executive of the District Council, had now

been forwarded to David Whalley, Leader of the County Council, and a holding response had been received.

Of particular concern was the fact that as the Order in respect of setting up the Unitary Authority progressed through Parliament, it would automatically mean that the transfer of services and property owned by the six District Councils would transfer to the County Council and information was, therefore, required as to the legislation which existed to enable the Unitary Authority to transfer property and functions to Town and Parish Councils, and the Town Clerk would seek clarification in this respect, and with regard to the proposal to defer elections until 2013, it was

RECOMMENDED: that this Council seeks the amendment of the draft statutory instrument entitled 'The Cornwall (Structural Change) Order 2008' so that elections of councillors for the parish of Penzance are next held on the ordinary day of election of councillors in 2009 and every four years thereafter.

In respect of these elections, Penzance Town Council should seek to pilot the single transferable voting system (in accordance with Recommendation 21 of the Report of the Councillors Commission of December 2007).

(c) The Role of Town and Parish Councils - Proposals for the Involvement of CALC

A report produced by Mary Cooper, External Relations Lead Officer of the 'One Cornwall' Team, had been distributed to members prior to the meeting and Councillor Rendle provided an update following his attendance at the JIE meeting on the 17th January 2008.

Members felt that CALC was not best placed to take the lead in representing the many differing views of Town and Parish Councils throughout the County and it was, therefore,

RECOMMENDED: that the Town Council should approach towns of a like size in Cornwall in the first instance (populations of 15,000 to 20,000) to ascertain their views and ideas and how such views could be transmitted to the 'One Cornwall' Team and it was

FURTHER RECOMMENDED: that a meeting should be arranged with Martin Eddy, the newly appointed Town and Parish Council's Lead Officer for 'One Cornwall'.

With the time having reached 10.00 pm, it was

RESOLVED: to suspend standing orders to allow the meeting to continue.

(d) Report of Councillors Commission

The Deputy Mayor advised members that the Report of the Councillors Commission had been made available for information and had now been posted on the Town Council website and it was

RECOMMENDED: that this matter should be left open for further discussion at the forthcoming full Council Meeting.

(e) Correspondence re. Property Transfer to Unitary Authority

The Town Clerk advised that in response to a request for information regarding all property held by Penwith District Council, he had been advised that the representatives of the 6 District Councils were working with the County Council to draw up a comprehensive property portfolio and that this work was ongoing and it was

RECOMMENDED: that the position be noted.

(f) 'One Cornwall' - December Newsletter

The December newsletter from 'One Cornwall' had been copied to all members for information and it was

RECOMMENDED: that receipt be noted

70. **GOLOWAN 2008 - MEETING OF MANAGEMENT GROUP**

The Town Clerk advised members that the organisation of the 2008 Festival was underway and that the Management Group had established that all co-ordinators from the 2007 event had agreed to continue in their respective roles.

A separate Entertainment Sub-Committee had been formed and the Town Clerk, together with Mike Sagar-Fenton, as Chairman of the Management Group, and Chris Nixon, Festival Co-ordinator, would be presenting a report to Penwith District Council's Social, Economic and Environment Committee on the 31st January 2008.

With regard to accommodation, it was hoped that the Barbican building would be ready for occupation on the 1st February next and it was

RECOMMENDED: that the position be noted.

71. **MARKET AND COASTAL TOWNS INITIATIVE - 'PENZANCE FUTURES' REPORT - FORMAL RESPONSE TO DOCUMENT TO BE MADE AT FULL COUNCIL ON 4TH FEBRUARY 2008**

This item would be discussed at the full Town Council Meeting on the 4th February 2008 and if any member proposed bringing forward a detailed response, the Town Clerk advised that he would be pleased to receive advance notice and it was

RECOMMENDED: that the position be noted.

72. **REPORT RE. MONTOL FESTIVAL - DECEMBER 2007**

Councillor Reed reported that the Montol Festival had been a great success and that approximately 3,500 people had been involved in the parades and the gathering at the Lescudjack Hill Fort, greatly exceeding expectations.

The event would definitely take place again in 2008, hopefully in a very similar format, and the committee wished to record a vote of thanks to the organisers for their hard work and efforts in respect of Montol and it was

RECOMMENDED: that the position be noted.

10.10 pm

Chairman
25th February 2008