

**MINUTES OF THE FINANCE/PROPERTY COMMITTEE MEETING** held in Committee Room No. 3, St. John's Hall, Penzance on Thursday 20 May 2010 at 7.00pm

**PRESENT**

Councillor M R Cotton (Chairman)  
Councillor J H Dixon (Vice-Chairman)

Councillors M Freeman  
P C H Rendle  
J Ruhmund

**1. PRESENTATION BY MOUSEHOLE SEA SALTS & SAIL ASSOCIATION**

The Chairman welcomed Kate Picknett and Leon & Sylvia Pezzack who were representing the Mousehole Sea Salts & Sail Association.

The Mousehole Sea Salts and Sail Festival had been established in 1996 and takes place every two years in July, and 2010 would see the eighth Festival taking place. The Festival was run solely by volunteers who organised various fundraising events but the Festival was also dependant on the support and sponsorship of local firms.

The three day Festival offered a varied programme of music, boat races, craft demonstrations, food stalls etc. and the involvement of local children in all the events was encouraged.

The organisers were approaching various funding bodies with the aim of raising further funding and it was hoped that the Town Council would be able to make a further grant in addition to the £250 already donated.

The Chairman thanked the representatives for their presentation and they left the meeting.

**2. APOLOGIES FOR ABSENCE** – were received from Councillors D J Axford, R A Mann, P Peters, C A C White.

**3. TO RECEIVE DECLARATIONS OF INTEREST**

Councillor Ruhmund declared a prejudicial interest in Minute 6(a)(vi) Penzance Farmers' Market, as Chairman of the organisation.

**4. MINUTES OF MEETING HELD ON 4 MARCH 2010**

Having been circulated, it was

**RESOLVED** - that the Chairman sign the Minutes as a true and correct record.

**5. THANK YOU LETTERS**

The Town Clerk reported that letters of thanks for grants had been received from the following organisations:

- (a) CAB Cornwall
- (b) West Cornwall Women's Aid
- (c) Shelter Cornwall
- (d) The Sailors' Families Society
- (e) Marie Curie Cancer Care
- (f) Mount's Bay Pilot Gig Club

**6. APPLICATIONS FOR GRANT**

(a) Minor Awards

(i) Alverton County Primary School

Alverton School had organised a trip for 35 pupils to visit their penpals in Concarneau, France. In order to enable all the pupils to take part they were seeking funding to assist with the costs involved and it was

**RESOLVED** – to make a grant of £100.

(ii) Gulval Village Hall

Gulval Village Hall was seeking financial assistance for the replacement of the back door and renovation work to the kitchen and it was

**RESOLVED** – that, due to current pressures on the Town Council's budget and the financial assistance that had been given to the Village Hall in the past, a grant would not be made on this occasion but could be considered in the future.

(iii) Jack Norwell – youth rugby player

Jack Norwell was a young rugby player from Newlyn attending Truro College's Rugby Academy. He had already represented Cornwall in the U15, U16, U17 and U18 teams. His commitment to rugby involved a lot of travel, both nationally and internationally, and he was seeking assistance with travel and equipment costs. Any funds received would be deposited in his designated 'sponsor account' with Truro College and it was

**RESOLVED** – to make a grant of £50 towards the costs outlined above.

(iv) Cornwall Blind Association

In 2009, the Town Council had made a donation towards the cost of Cornwall Blind Association's swimming classes and they were seeking further funding for the classes to be held in 2010/11 and it was

**RESOLVED** – to make a donation of £300.

(v) Golowan Maritime Festival

As part of the Golowan Maritime Festival, it was hoped that a fleet of Breton boats would be arriving in Penzance/Newlyn to commemorate the 70<sup>th</sup> anniversary of the escape from Nazi occupation in 1940. The Maritime Festival planned to stage an educational archive exhibition detailing the events leading up to the voyage and, as a lot of the archive material was now very old and in need of preservation, the organisers were seeking funding to assist with the digitalisation of the material, the mounting of the exhibition and a reception for the visitors.

However, members of the committee had become aware that there was some doubt whether the planned visit would take place as a lot of the boats that had originally pledged to make the voyage were now unable to do so and it was therefore

**RESOLVED** – to request sight of the finalised plans and clarification of the current situation with regard to the proposed visit and that a decision regarding a grant should then be made by the Chairman and Vice-Chairman under delegated powers to a maximum of £100.

The following grant application had not been included at the time the agenda was set and it was agreed to consider the application at this time.

(vi) Penzance Farmers' Market

The Farmers' Market had been struggling financially and had now re-structured and obtained a licence to operate on the forecourt of St John's Hall throughout the year. It was hoped that this move would enhance public awareness of the market, increase footfall and attract more regular stallholders which would, in turn, boost income from stallholder fees. The prominent position of operating on the forecourt of St John's Hall would raise the profile of the outdoor market and, hopefully, become a regular attraction to the town and an asset to the local economy.

The organisers were therefore looking for funding to assist with the re-structuring and it was

**RESOLVED** – to make a donation of £500.

(b) Major Awards

(i) Mousehole Sea Salts & Sail Association

Following the presentation at the beginning of the meeting it was

**RESOLVED** – to make a further grant of £500 towards the 2010 Festival and to inform the organisers that they were welcome to apply again for a grant next year.

**7. HEALTH AND SAFETY TRAINING**

The Town Clerk reminded members that the Town Council had appointed a new health and safety advisor in 2009 who had subsequently conducted a health and safety audit of all the Town Council's property (Town Clerk's Office, Penlee House and Penlee Park). One of the recommendations of the audit was that there should be more 'in-house' monitoring and responsibility for health and safety, rather than relying on outside advisors and, as a first step towards this aim, five members of staff would be taking part in a CIEH Level 2 Award in Health and Safety in the Workplace course with a view to one member of staff then progressing to the Level 3 Award, and it was

**RESOLVED** – to approve the proposed health and safety training.

**8. PROPOSED RENOVATION OF TOWN CLERK'S OFFICE**

The terms of the lease of the Town Clerk's Office included the requirement to renovate the interior which had not been carried out since moving into the building eleven years ago and it was now in need of renovation and a new carpet. A quotation for renovating the whole office area had been received and it was

**RESOLVED** – to approve the quote for the renovation and to obtain two comparative quotes for a new carpet.

**9. BUSINESS FROM OTHER COMMITTEES**

(a) Penlee House & Park Committee

(i) Re-lining of Penlee House Car Park

Following a resolution made at the Town Council meeting held on 28 September 2009, a health and safety audit of the car park had been conducted and, although a verbal report had been received, a written report was still awaited and would be reported back to the Town Council in due course, after which the re-lining of the lower car park would be undertaken and a new ticket machine purchased.

(ii) Structural repairs to Penlee House

The Town Clerk reported that, following an initial repair to some fallen plasterwork from the soffit of Penlee House and the cleaning out of the guttering, extensive damage to the roof and roof tiles was discovered. It became apparent that work carried out in the past had not been of a high quality and the state of the roof (including a leak in the ceiling of one of the offices) highlighted the need for a regular maintenance programme. As the damage came to light one piece at a time and required urgent attention, the Town Clerk had given the go-ahead for the work to be carried out and the cost had amounted to approx. £9,000. The Committee recognised the urgent need for the roof to be made secure and it was

**RESOLVED** – to approve the work carried out.

The Town Clerk also informed the Committee that some structural repairs would soon be needed to the soffit of the Teacher Centre building and it was

**RESOLVED** – that an assessment of the work would be carried out later in the year and quotes for the work would be presented to the Committee.

(iii) Telephone system

The Director of Penlee House had requested a new telephone system that would incorporate an extension to the Coach House and would reduce the number of telephone lines currently going into the building. Various quotes for a new system had been received and the Director was hoping to be able to source funding towards the cost. A lease or rental system was also an alternative that was being looked into.

Due to the confidential nature of the next item, it was

**RESOLVED** – to exclude the press and public from the meeting.

(iv) Penlee House & Park Committee – Staffing Matters (see confidential Appendix 'A')

The meeting closed at 9.20pm

Chairman  
1 July 2010