



HELSTON TOWN COUNCIL
Konsel an Dre Hellys

The Guildhall, Helston, Cornwall, TR13 8ST
Tel: 01326 572063
Email: townclerk@helston-tc.gov.uk



16th July 2021

To: Councillors Mrs Boase, Thomas, Ms Benyon,
Ramsden, Real and Webb

Copy to Members of the Town Council for information

Dear Councillor,

A Meeting of the Amenities Committee will be held in The Guildhall, Helston on **THURSDAY 22ND JULY 2021 at 7.00 p.m.** for the purpose of transacting the undermentioned business.

Yours faithfully

Pamela Lavelle
Town Clerk

AGENDA

1. Election of Chair and Vice-Chair
2. Apologies for absence.
3. Declarations of Interest.
4. At this juncture the Meeting will adjourn for a period of up to fifteen minutes to permit members of the public present to make observations in respect of any items on this Agenda.
5. To approve and sign the Minutes of the Meeting held on 27th May 2021 (**Page 3**).
6. Matters Arising from the 27th May 2021 Minutes (for information exchange only).

PTO

7. Appointments to the Licensing Consultative Group (2 Members).
8. To consider the Report of the Projects Officer (**Page 5**)
9. To consider the Report of the Town Clerk (**Page 17**).

10. Exclusion of the Press and Public

The Council is invited to pass the following resolution:-

“That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act, 1960 the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.”

11. To consider the confidential report of the Town Clerk (**Page 19**).

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD IN THE GUILDHALL
ON THURSDAY 27TH MAY 2021 AT 6.30PM

Councillors:

M H Thomas	S Ramsden
Ms Benyon	P Webb

Officers: Miss P J Lavelle – Town Clerk

14. Election of Chair

As two members of the Committee were not present, it was proposed by Councillor Thomas, seconded by Councillor Ms Benyon and unanimously

RESOLVED – that the election of Chair and Vice-Chair for the 2021/22 civic year be deferred to the following meeting and Councillor Thomas chair the May meeting.

15. Apologies

Apologies for absence were received from Councillors Mrs Boase and Real.

16. Minutes

Councillor Thomas, as the only Member present at the meeting, advised that in his opinion the Minutes of the Meeting held on 25th March 2021 were a true and accurate record of the meeting.

17. Appointments to the Licensing Consultative Group

On the proposition of Councillor Ramsden, seconded by Councillor Thomas, it was unanimously

RESOLVED – that this item be deferred to the following meeting.

18. Appointments to the Events Working Party

Councillor Ramsden indicated that he wished to be involved with the Working Party. It was agreed that the opportunity to join the Working Party be extended to all Councillors.

19. Report of the Town Clerk

i) Free use of the Guildhall

Following a brief debate it was proposed by Councillor Thomas, seconded by Councillor Ramsden, and

RESOLVED – that:

- a) consideration of the charging structure be deferred until the September Amenities Committee meeting; and
- b) the Helston Country Market continued to be charged £18 including vat for hire of the Corn Exchange until the end of September with future fees to be determined as part of the review of the charging structure.

20. Exclusion of the Press and Public

On the proposition of Councillor Webb, seconded by Councillor Benyon, it was unanimously

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business by reason of the confidential nature of the business to be transacted.

21. Confidential Report of the Town Clerk

i) Auto-dialler and Fire Alarm Works

The Town Clerk updated Members on her Confidential Report (circulated prior to the meeting) to advise that an additional quotation had been received. Following a detailed debate it was proposed by Councillor Ramsden, seconded by Councillor Benyon, and unanimously

RESOLVED – that the quotation for a replacement auto-dialler and works to the fire alarm system from Fal Fire & Security be accepted at a cost of £415.50 for the first year with an ongoing annual fee of £102.00 + vat for monitoring for the 4G+IP auto dialler.

ii) Bench

Members considered the Confidential Report of the Town Clerk (circulated prior to the meeting) and the Town Clerk confirmed the cost of a recycled plastic bench from alternative suppliers. Following a brief debate it was proposed by Councillor Ms Benyon, seconded by Councillor Webb, and unanimously

RESOLVED – that the Town Clerk be given delegated authority to purchase a 1.5m bench from TDP at a cost of £324.61 + vat subject to confirmation that the manufacturing and material supply chain were UK based.

Meeting closed at 7.56pm

Confirmed

Chair

REPORT OF THE PROJECTS OFFICER (PO)

*incorporating feedback from the Council's
Projects Group meeting on 2 July 2021*

1.0 Coronation Gardens/King George V Playing Fields

- 1.1 The consultation responses have been recorded and analysed and the most significant results are set out in the spreadsheet at **Appendix i**.
- 1.2 Following a Project Team meeting on 13 July work is now proceeding in developing a concept plan. It is anticipated that some initial thoughts about the proposed enhancements, their cost and potential for phasing them over time will be available in time for the Committee meeting.
- 1.3 At short notice an application has been submitted to the National Lottery's 'Places Called Home' programme which can provide grants of between £1,000 and £5,000 towards projects that meet at least two of the following criteria:
- It builds on the relationships created during the COVID-19 pandemic to increase community activity and the number of people taking part.
 - It encourages people to work together, creating opportunities for communities to live in a sustainable and healthy way.
 - It raises awareness amongst the public of the importance of connected households, neighbourhoods and resilient communities.
 - It develops a new idea, activity or way to come together that has emerged in response to the pandemic.
 - It revives or redesigns community and common spaces to encourage shared community activities.
- 1.4 The call for applications was made on 30 June 2021 and is due to close on 14 July 2021 or upon receipt of 1,500 applications, whichever is the earliest. A decision would be expected 12 weeks after submission.
- 1.5 The application submitted (**Appendix ii**) requests a maximum grant of £5,000 towards the cost of fruit trees, spring bulbs, wildflower seeds and raised food beds that could all be done as a possible first phase of improvements to be implemented this autumn.

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KING GEORGE V PLAYING FIELDS CONSULTATION 2021

APPENDIX i

All comments received:

Support for project including wildlife aspects x 9

1	Dog walking area will be perfect but needs to be spacious with trees lining the fence and secure.
2	I would love to see some flower beds/wild flower area with bird boxes.
3	I would be really happy to see all of the elements listed on the leaflet, probably with 'wetland patch' as the only question mark, just because I have small children.
4	Growing veg beds
5	It according to the action. Are we trying encourages biodiversity and carbon sequestration? If so wild flowers, trees and shrubs would be best suited
6	Having a Community "plant your own" garden space, like those popping up over the UK would be fantastic. I would be interested to talk to someone to see if it is possible to set this up as a potential Social Prescribing Link Worker signposting opportunity for patients. Perhaps having the area as a mental wellbeing zone. Also, I am setting up Exercise Referral routes (via GPs) in the area and an outdoor gym would be brilliant
7	Have a gardening club resident lead to access all age groups input into different groups age concern clubs schools
8	Owl boxes bat boxes
9	lots of potential biodiversity hasn't been mentioned and these often have a bigger impact than some of the ones mentioned

Concerns about dog poo x 2

1	Dog exercise area, only if enough poo bins.
2	Dog exercise area would be great and should stop people using the rugby field

Other concerns and ideas x

1	Appropriate notices clearly written please. (For 'do + don't' advice)
2	Outdoor gym equipment
3	Security cameras to ensure public safety and prevent vandalism.
4	My concern is about vandalism but I also feel not to do anything is not the correct action
5	Reopen public toilets
6	A covered seating area for community groups to use in any weather.
7	Incorporate scout hut to indoor/outdoor area. Useable for the community.
8	Sporting / active / outdoor gym equipment
9	more area to sit down, and to see a park keeper
10	any additions need to be vandal-proof.youths congregate there so perhaps an area they may gravitate to. some sheltered seating.
11	I've been asking young ones in the park today what they would like, granted that they are the nice ones! They spend hours playing basket ball in the park and all said yes a metal rubbish bin (so it can't be set on fire!) and an unmovable one, also they said a couple of picnic benches would be great (wood probably wouldn't last long but perhaps nice looking metal ones ? And I think as these poor kids haven't much else to do perhaps table and benches would be nice for them. The old hedges that remain from when it was fields here must be preserved and looked after, over the years we haven't planted flowers in them and bulbs , but once the council arrive with their strimmers everything goes ! I'm not sure flower beds, unless constantly watched would be any good as the stupid prats that go through the park would probably jump on them and certainly not appreciate them! Trees of course would be super, but sadly look at what happened to the couple of young ones that were planted in the park a few years ago, don't want to sound negative but having lived beside our park for 40 years we've seen it all ! Good luck and please do think seriously about putting more bins and a couple more picnic type tables and benches. Ooh yes forgot to mention bird boxes, very important. Thank you !

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Form 2: Bank account details

(Page 1 /5)

You've submitted form 1

Organisation Name
Helston Town Council

Project Name
Coronation Gardens Community Project

We've sent an acknowledgement email to your senior and main contacts listed below - make sure to check your 'Junk' or 'Spam' email folders just in case.

Main contact
Martin Searle

Senior contact
Pamela Lavelle

What you still have to do

We now need you to fill in your bank account details. You'll need to upload a bank statement.

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Bank details (Page 2 /5)

We need your bank details to pay the funding into your account if your application is successful.

We cannot pay into all bank accounts: We cannot transfer money into certain types of bank accounts like Tide, Cashplus and Paypal.

Tell us the name of your organisation – as it appears on the bank statement(Not the name of your bank)

Helston Town Council

Is the account we will be paying into a bank account or a building society account?

Bank account

Sort Code

Account number

Bank details

Bank Statement (Step 2 of 2) (Page 3 /5)

You must attach your bank statement as a .PDF, .JPG, or .PNG file. Unfortunately we cannot accept Word documents, but photos of your bank statements are absolutely fine. You can only add one attachment to this question.

Please make sure that we can clearly see the following on your bank statement:

- Your organisation's legal name
- The address the statements are sent to
- The bank name
- Account number
- Sort code
- Date (must be within three months)

Your statement needs to be less than three months old. For bank accounts opened within the last three months, we can accept a bank welcome letter. This must confirm the date your account was opened, account name, account number and sort code.

If you cannot provide a bank statement, we can accept a screenshot from an online banking account. However, this must also show the information we require from the bank statement.

Here's a [handy picture of the kind of bank statement we're looking for](#).

Upload a bank statement

HTC Bank Statement for Places Called Home application.pdf

Terms and conditions (Page 4 /5)

Terms and conditions of your grant (Step 1 of 1)

1. By submitting an application to The National Lottery Community Fund, the organisation named in the application (referred to as "you" in these Terms and Conditions) agrees, if awarded a grant, to:

1.1 hold the grant on trust for The National Lottery Community Fund (referred to as 'we' or 'us') and use it only for your project as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of your grant award;

1.2 provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project;

1.3 act lawfully in carrying out your project in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant and let us know promptly about any fraud, other impropriety, mismanagement or misuse in relation to the grant;

1.4 acknowledge National Lottery and IKEA UK funding using the protocol set out in the Grant offer letter;

1.5 hold the grant in a UK based bank or building society account which satisfies our requirements as set out in guidelines and requires at least two unconnected people to approve all transactions and withdrawals;

1.6 immediately return any part of the grant that is not used for your project or which constitutes unlawful subsidy;

1.7 where your project involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or our guidelines on our website;

1.8 work with IKEA UK and any of our learning partners appointed for the Programme in order to share evidence and learning. This will include taking part in evaluation activities such as:

- a short survey about your experience of the Fund's service to you (customer satisfaction)
- an end of grant survey, this will include questions on: the number and type of activities you've run using the funding, the number of beneficiaries reached due to the funding, number of volunteers mobilised due to the funding, the difference the funding made, what you achieved, who you worked with and if this funding enable access to other funds.
- send a survey to your volunteers about their experience
- sharing learning and insight for other charities, voluntary and non-profit organisations.

1.9 comply with data protection laws and obtain the consent of your beneficiaries for you to receive and process their personal information and contact them;

1.10 keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;

1.11 allow us and/or the Comptroller and Auditor General reasonable access to your premises and systems to inspect project and grant records;

1.12 The National Lottery Community Fund publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us and IKEA UK a non-exclusive, royalty free licence to reproduce and publish any project

information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way; and

1.13 if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur.

2.1 You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2 You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the objectives agreed with us.

2.3 You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.

2.4 You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring us or the National Lottery or IKEA UK into disrepute. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated

2.5 You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this paragraph 2.5, shall fall due immediately. If the You fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

3. If any part of your Grant is to buy or build, refurbish, extend or alter a land and/or buildings ("Property"), these terms and conditions will apply:

3.1 You must own either the freehold or leasehold interest in the Property and you must provide satisfactory proof of this ownership.

3.2 If your ownership is leasehold, the lease must be for a minimum term of 5 years from completion of any works and the lease must not contain any break clauses;

3.3 You must send us a copy of a surveyor's report if we ask for one showing the condition of the Property, its value and whether it is suitable for the Project;

3.4 You must provide confirmation that all necessary consents for the development and/or use of the Property have been obtained;

3.5 You must not sell, lease, let, sub-let or otherwise dispose of or change the use of the Property without first obtaining our written consent, which may contain conditions which you will have to meet. If you sell or dispose of the Property, you may have to repay us all or part of the money you have received from us.

4. If part of your Grant is to fund the purchase or enhancement of vehicles or equipment, only the following conditions will apply:

4.1 You must provide us with evidence that the vehicles or equipment are validly owned by you;

4.2 You must retain the vehicles or equipment for 12 months from date of purchase (the "Grant Period") and use them only for the Project;

4.3 You must not sell or dispose of the vehicles or equipment during the Grant Period without first obtaining our written consent and if required, you must pay us a share of the proceeds from any disposal; and

4.4 You must keep the vehicles or equipment safely, in good repair and condition and adequately insured for the duration of the Grant Period.

5. You acknowledge that:

5.1 the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

5.2 we will not increase the grant if you spend more than the agreed budget and we can only guarantee the grant as long as The National Lottery continues to operate and we receive sufficient funds from it;

5.3 the grant is not consideration for any taxable supply for VAT purposes;

5.4 we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

5.5 these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.2, 1.4, 1.6, 1.9, 1.10, 1.11, 1.12, 3.4 and 3.5 shall survive expiry of these Terms and Conditions; and

5.6 if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature of that agreement.

Declaration (Page 5 /5)

Before you can complete your application, you must check the boxes below to confirm that:

You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the terms and conditions set out on their behalf.

- I agree

All the information provided in this application is accurate and complete; and you will notify us of any changes.

- I agree

You understand that we will use any personal information you have provided for the purposes described under our data protection and privacy notice.

- I agree

If information about this application is requested under the Freedom of Information Act we will release it in line with our [freedom of information policy](#).

Full name of person completing this form

Martin Searle

Position in organisation

Projects Officer

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants. The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website

www.tnlcommunityfund.org.uk/data-protection.

Contact us to request a hard copy by telephoning our advice line on 0345 410 2030, or by writing to Customer Services, The National Lottery Community Fund, 2 St James' Gate, Newcastle upon Tyne, NE1 4BE.

When you click submit the Terms and Conditions as agreed to above become binding.

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Attached File:

HTC Bank Statement for Places Called Home application.pdf (191 KB)

REPORT OF THE TOWN CLERK**1. Landmark Tree**

We have received notification from Cornwall Council that the Forest for Cornwall team is offering a free celebratory Landmark Tree to all Cornish communities. The initiative aims of to give communities the opportunity to celebrate their community by commemorating an event or person by planting a 2-2.5m (6-8') tree. The proposal and tree types have been discussed with the Grounds & General Maintenance Supervisor and it is recommended that a tree be planted in the lower Bosnoweth Open Space with a tree species preference of:

- i) Whitebeam
- ii) Holm oak
- iii) Beech

Members are requested to agree whether to accept the offer of a celebratory Landmark Tree and, if approved, to confirm the person/ event to be commemorated, the planting location and tree species preference.

2. Wildlife Habitat

The Grounds Maintenance team have started to introduce small areas of longer grass in the Council's open spaces and play areas. The location of these sites have been carefully selected to not impinge on the recreational use of these areas and it is hoped that they will provide a habitat for invertebrates and in turn benefit other wildlife.

3. Insect Houses

Following the introduction of areas of wildlife habitat Members are invited to consider the provision of insect houses in the open spaces. This could be carried out as an engagement activity with the schools with a different site being allocated to each school. If Members are supportive of the idea the Committee is requested to agree a budget for materials.

**Town Clerk
15th July 2021**

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