

**MINUTES OF A MEETING OF HELSTON TOWN COUNCIL**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON THURSDAY 15<sup>TH</sup> MAY 2014 AT 7.15 PM**

**Councillors:** M H Thomas (Town Mayor) in the Chair

R Williams  
R J L Boase  
Mrs F N E Boase  
J P Radford-Gaby

Miss J A Hornsby  
J Martin  
M Upton  
Mrs G A Geer

M Knight  
Mrs N Roberts  
A R Harrison

**Officers:** Mr C Dawson (Town Clerk)  
Miss P J Lavelle (Assistant to the Town Clerk)  
Mr M Searle (Town Centre Regeneration Officer)

**5. Declarations of Interest and requests for Dispensations**

**a) Declarations of Interest**

There were no declarations of interest.

**b) Requests from Members for Dispensations**

The Town Clerk advised that a request for a dispensation had been received from Councillor Upton to allow him to speak and vote on matters relating to the Helston Business Improvement Partnership.

It was proposed by Councillor R J L Boase, seconded by the Mayor, and

RESOLVED – that the Town Council awarded Councillor Upton a dispensation for the term of the current Council to remain in meetings, speak and vote on matters relating to the Helston Business Improvement Partnership.

**6. Police Matters**

The Mayor extended a welcome to WPC Butcher who presented a detailed report which included recent crime figures and those for the corresponding period from the year previous. WPC Butcher advised that she would be on sick leave for three months following an operation but confirmed cover would be in place during her absence. The Mayor wished WPC Butcher a rapid recovery.

In response to a question regarding anti-social behaviour at Coronation Park, WPC Butcher advised that she could not comment on an individual case other than to report that she was working with various Agencies for a solution. WPC Butcher encouraged people to report any issues advising that the more evidence they gathered the sooner they could resolve the issue.

On the proposition of Councillor Miss Hornsby, seconded by Councillor Upton, it was

RESOLVED – that a vote of thanks be taken for WPC Butcher and her colleagues in appreciation of their efforts on Flora Day.

## **7. Reports from Local Cornwall Councillors and the Community Network Manager**

### a) Local Cornwall Councillors

Cornwall Councillor Mrs Haycock congratulated the Mayor and Deputy Mayor on their new roles. She then advised that she would be attending the Flora Day Wash-Up meeting suggesting that, as no issues had been reported to her regarding the post clean-up, a letter of thanks to the contractors would be appreciated. Councillor Mrs Haycock confirmed that the news about Helston Community College C Block was disappointing but advised that £300,000 had been spent to repair the windows. She expressed the opinion that the town needed to appreciate what a good facility the College was. In respect of the Helston Framework Steering Group, Councillor Mrs Haycock advised that she understood Councillor Williams no longer wished to continue and expressed the opinion that, as the work was nearing completion, the two current Member representatives were sufficient.

Cornwall Councillor Martin expressed his congratulations to the Mayor and Deputy Mayor and then referred to Helston Community College to express the opinion that everyone needed to support the Cabinet Members in their efforts to secure funding, advising that it was important to stay positive.

Cornwall Councillor Wallis also expressed his congratulations and further updated Members on Helston Community College advising that Cornwall Council did not fund re-builds and had only a small maintenance budget for the works required to all 180 schools in Cornwall. He further advised that funding for new builds came from Central Government and confirmed he shared everyone's disappointment with the situation. Councillor Wallis further advised that a joint bid for Helston Community College together with other schools was being submitted to the Priority School Buildings Project Fund. In response to questions, Councillor Wallis confirmed that the funding was not affected by the potential for Helston Community College to become an Academy and reiterated that the responsibility for funding new build developments laid with Central Government.

Councillor Miss Hornsby requested the Cornwall Councillors' views on the working relationship between Cornwall Council and the Helston Business Improvement Partnership in respect of the Town Tidy. Councillor Wallis expressed the opinion that it was a good idea for people to take charge of their own area advising that there was a similar group in Porthleven. Cornwall Councillor Mrs Haycock expressed the opinion that it was a good example of community involvement and keeping the town clean was something everyone was able to do. Cornwall Councillor Martin expressed the opinion that the difficult bit was getting people together to take pride in Helston and it was good to encourage everyone to be involved. Councillor Miss Hornsby apologised for putting the Cornwall Councillors on the spot and then outlined the work carried out and the amount of litter collected during the Town Tidy. She then expressed her surprise that Cornwall Council could not work in partnership with the HBIP to remove the debris collected and asked how the issue could be remedied for the following year. She further advised that some Members had arranged to take a small amount of green waste to the recycling centre but it was closed in the evening and suggested that the opening hours could be adjusted so that it was open for the same length of time but later into the early evening. Cornwall Councillor Martin expressed his disappointment that Cornwall Council had not assisted and would support the assistance in future. He then offered the use of his personal van and trailer to take green waste to the Recycling Centre for future events if it would be of help. Cornwall Councillor Mrs Haycock expressed the opinion that the collection should have been planned in advance and was willing to have a meeting to assist with the arrangements for future events. She further advised that if anyone was not happy with the Recycling Centre opening hours they should let Cornwall Council know. Cornwall Councillor Wallis advised that he was associated with the HBIP and it was the first time he had heard of an issue expressing his

disappointment that he had not been contacted for assistance at the time instead of the matter being raised in public at a meeting. He advised that going forward with enough advanced notice the collection could be arranged. Councillor Miss Hornsby advised that she had made that point at the HBIP meeting and confirmed that she had not wished to put the Cornwall Councillors on the spot which was why she had asked the original question.

In response to a question Cornwall Councillor Mrs Haycock advised that she would investigate the situation regarding the replacement of the post mounted litter bin at the bottom of Trengrouse Way surmising that Cornwall Council could be waiting for a stock of bins.

b) Community Network Manager

The Town Clerk informed Members that he had spoken to Mrs Hardy and she was working on a number of projects for Helston and would update Members as soon as there was something more substantial to report.

## **8. Public Participation**

A member of the public congratulated the Mayor and Deputy Mayor and then thanked those who had been involved in organising and publicising the live streaming of Flora Day on the internet.

A member of the public congratulated the Mayor and Deputy Mayor and thanked the previous Mayor for his work whilst in office. He then wished WPC Butcher a quick recovery and asked if a member of the Council could contact him as he had information regarding potential match funding for play areas. The Town Clerk advised that he would get in touch.

A member of the public congratulated the Mayor and Deputy Mayor and advised that he spoke on behalf of the students at Helston Community College. He confirmed that the students were grateful at being made aware of the C Block situation and mentioned that there had been discussion about raising money towards the project. He then requested a meeting with Helston Town Council and Cornwall Councillor Wallis. The Mayor asked Cornwall Councillor Wallis to respond. Councillor Wallis advised that he was happy to meet with the representative of the students and suggested that if the students wished to help they could write to the Rt. Hon. David Laws MP to express their concerns. In response to a suggestion, Councillor Wallis advised that whilst a petition was good, individual letters from students would have a greater impact. Cornwall Councillor Martin asked to be involved in any meeting regarding Helston Community College as the local Division Member.

A member of the public congratulated the Mayor and Deputy Mayor and thanked the former Mayor and Mayoress for what they had achieved for the town. He then expressed the opinion that the speed limit through the town centre should be reduced to 20mph. He then asked Members to consider how they used the microphones as he could not always hear what they were saying.

## **9. Minutes**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Knight, it was unanimously

RESOLVED – that the Minutes of the Town Council meeting held on the 16<sup>th</sup> April 2014 and the Special Town Council Meeting held on 15<sup>th</sup> April 2014 be approved and signed as a true record.

**10. Minutes of the Planning Committee**

On the proposition of Councillor Upton, seconded by Councillor Martin, it was

RESOLVED – that the Minutes of the Planning Committee meetings held on the 16<sup>th</sup> April and 1<sup>st</sup> May 2014, be received and the recommendation accepted.

**11. Minutes of the Play and Young People Committee**

On the proposition of Councillor Miss Hornsby, seconded by Councillor Knight, it was

RESOLVED – that the Minutes of the Play and Young People Committee meeting held on the 24<sup>th</sup> April 2014, be received.

**12. Notes of World War I Working Party Meeting**

On the proposition of Councillor Upton, seconded by Councillor Harrison, it was

RESOLVED – that the Notes of the World War I Working Party meeting held on the 24<sup>th</sup> April 2014, be received.

**13. Announcements**

The Mayor thanked Members for their support at the Annual Meeting and advised that he was holding his first event, a charity dance, the following evening. He further advised that he was holding a ‘Walk and Talk with the Mayor’ event on Sunday 18<sup>th</sup> May leaving from the Fairground Car Park at 2pm.

The Town Clerk requested that Members return their Members Details Permission Forms to the office at their earliest opportunity.

**14. Inclusion of Matters Arising on Agendas**

Councillor Knight advised that having had involvement in other organisations she was surprised there was no item for matters arising on the Agenda. She advised that Members were unable to ask questions or request information unless they requested an Agenda item which could cause difficulties if they were not aware of an issue before the Agenda was circulated. She then expressed the opinion that the inclusion of Matters Arising on the Agenda would enable Members to expedite issues.

The Town Clerk advised that the inclusion of Matters Arising on an Agenda was considered bad practice in the Sector and could lead to a decision being taken without the required three clear days’ notice to the public and therefore would not be legally binding. He reminded Members that they had an option to ask questions of the Mayor, another Member or Town Clerk under Standing Order 8.1 and Members could ask him a question at any time without waiting for a meeting. The Town Clerk read advice contained in the Society of Local Council Clerk’s ‘Working With Your Council’ course literature which advised that ‘*should your Council insist on the inclusion of Matters Arising on the Agenda it should state that it is for information only*’. The Town Clerk advised that the danger would be that Members could drift into a debate and be frustrated when they could not make a formal decision. He then reiterated that questions were covered by Standing Order 8.1 and the required two days’ notice prior to the meeting allowed the office time to gather the information to provide an accurate answer.

During the debate, the Town Clerk read out the Matters Arising item from a Brandon Town Council agenda as follows:-

*MATTERS ARISING for information exchange only of the Brandon Town Council Meeting of Monday 7<sup>th</sup> April 2014*

Members agreed this was appropriate wording.

Following the detailed debate it was proposed by Councillor Knight, seconded by Councillor R J L Boase, and

RESOLVED – that Agendas for all Council meetings include the heading ‘Matters Arising for information only’ following the acceptance of Minutes.

**15. Bus Shelters in Coinagehall Street**

Councillor Knight expressed the opinion that it was important to proceed with the installation of the bus shelters in Coinagehall Street advising that increasing the use of public transport had been included as part of the Town Framework. The Town Clerk reminded Members that they had not budgeted for bus shelters and advised that they could either be funded from General Reserves, the Public Realm Section 106 funding or the original Town Centre Management Section 106 funding. A detailed debate ensued at the conclusion of which it was proposed by Councillor Knight, seconded by the Mayor, and

RESOLVED – that without further delay the Town Council proceed with the purchase and installation of the two bus shelters as per the Town Council’s planning consent being funded by the Town Centre Management Section 106 monies.

**16. Report of the Town Centre Regeneration Officer (TCRO)**

Members considered the Report of the Town Centre Regeneration Officer (circulated prior to the meeting) and the TCRO responded to Members’ questions. During the debate it was proposed that Standing Order 1.14 be suspended to allow a member of the public to provide further information regarding the West Cornwall Local Action Group.

On the proposition of Councillor Miss Hornsby, seconded by the Mayor, it was unanimously

RESOLVED – that the Council act as applicant for the required Advertisement Consent application for the proposed Map Boards.

It was further proposed by Councillor Knight, seconded by Councillor Upton, and unanimously

RESOLVED – that the Council refurbish the existing finger post signs.

Councillor Knight advised that with her experience she was willing to talk to Mr Searle regarding the refurbishment of the finger post signs.

It was then proposed by Councillor Mrs Geer, seconded by Councillor Harrison, and

RESOLVED – that Councillors Miss Hornsby and Upton be appointed to attend the stakeholder consultation for the West Cornwall Local Action Group strategy.

In respect of 'Peacock's Lane', the Mayor advised that an officer at Cornwall Council had informed him that in similar situations they put a notice up advising that they would be carrying out work in a set number of weeks and asking for persons with any objections to contact them. The TCRO advised that he wished to investigate the issue further, but agreed that this could be a way forward. He advised that Helston Town Council may have to assume responsibility for future maintenance. Members requested that the TCRO investigate the issue and provide further information for the next Full Council meeting.

## **17. Report of the Town Clerk**

### **(1) Annual Audit of Accounts for 2013/14**

The Council considered the Annual Report of Mr S Hudson, the Internal Auditor, together with supporting financial statements for submission to the External Auditor, all of which documentation having been circulated as Appendix I to the Town Clerk's Report.

It was thereupon proposed by Councillor Upton, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that:

(i) The Statement of Accounts for the financial year ended 31<sup>st</sup> March 2014 as set out in the Annual Return, be approved, and duly signed on this Council's behalf by the Mayor and the Town Clerk.

(ii) Section 2 of the Annual Return – the Annual Governance Statement, also be approved and, upon completion in the affirmative in all respects, be signed by the Mayor and Town Clerk.

### **(2) Review of Polling Districts and Polling Places**

Members expressed concern that there were insufficient polling stations for Helston North Ward. The Town Clerk reminded Members that they would need to provide a suggestion where alternative polling stations could be situated and confirmed that Members could respond to the review individually. The item was noted.

### **(3) CALC – Audit Training Evening**

On the proposition of Councillor Knight, seconded by Councillor Martin, it was

RESOLVED – that any Members wishing to attend the CALC – Audit Training Evening on 27<sup>th</sup> May 2014 be authorised to attend.

### **(4) Sevenoaks Town Council Proposal**

It was proposed by Councillor Knight, seconded by Councillor Mrs Boase, and

RESOLVED – that the Town Council supported Sevenoaks Town Council's proposal to the Government under the Sustainable Communities Act that '*the Government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth.*'

### **(5) Representatives on Outside Bodies - South Kerrier Alliance CIC**

This item was noted.

**(6) Office Christmas Closure**

Following a brief debate it was proposed by Councillor Radford-Gaby, seconded by the Mayor, and

RESOLVED – that the Council offices be closed for Christmas from Christmas Eve until Monday 5<sup>th</sup> January 2015 and Christmas Eve be given as an additional days leave.

**18. Schedule of Accounts for Payment**

On the proposition of Councillor Knight, seconded by Councillor Martin, it was

RESOLVED – that Account Nos. 600-657 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £30,691.98.

It was agreed that cheques would be signed by Councillor Williams and Councillor Mrs Boase the following day.

**19. Dates and Times of Meetings**

On the proposition of Councillor Upton, seconded by Councillor R J L Boase, it was

RESOLVED – that the Calendar of Meetings 2014/15 be received.

**20. Trevenen Exhibition**

It was proposed by Councillor Miss Hornsby, seconded by Councillor Martin, and

RESOLVED – that the Trevenen Exhibition Governors for the ensuing Municipal year continue to be all Members of the Town Council and that meetings be convened as and when necessary.

**21. Appointment of Representatives to Committees and Outside Bodies**

On the proposition of Councillor Upton, seconded by Councillor Mrs Boase, it was

RESOLVED – that representatives be appointed to Committees and Outside Bodies for the ensuing Municipal year as detailed below:-

**a) Amenities Committee**

Councillors R Williams, Mrs F N E Boase, Miss J A Hornsby, M Knight, Mrs G A Geer and A R Harrison

**b) Planning Committee**

Councillors M H Thomas (Town Mayor), R J L Boase, J Martin, Mrs G A Geer and M Upton + one vacancy

**c) Play and Young People Committee**

Councillors M H Thomas (Town Mayor), R J L Boase, Miss J A Hornsby, M Upton, Mrs N Roberts and A R Harrison

- d) **Policy, Finance and Resources Committee**  
The Mayor (Councillor M H Thomas) and Councillors Mrs F N E Boase, J Martin, M Upton, M Knight and Mrs N Roberts
- e) **Town Plan Working Party**  
Councillors M Upton, M Knight and A R Harrison
- f) **World War I Working Party**  
Councillors M H Thomas (Town Mayor), R J L Boase, Mrs F N E Boase, M Upton and M Knight
- g) **Public Realm Project Board**  
Councillors Mrs F N E Boase and Miss J A Hornsby  
(Substitute: Councillor M Upton)
- h) **Bulwark Group**  
Councillor Mrs F N E Boase
- i) **West Cornwall CCTV Group**  
Councillor M H Thomas (Town Mayor)
- j) **Cornwall Association of Local Councils**  
Councillor M Knight (Deputy – Councillor J Martin)
- k) **Helston Community College**  
Councillors M H Thomas (Town Mayor) and J Martin
- l) **Helston Framework Steering Group**  
Councillors J Martin and M Knight
- m) **Helston Business Improvement Partnership**  
Councillors Miss J A Hornsby and J Martin
- n) **Helston Welfare Trust: Nominated Trustees**  
Councillor R Williams (appointed until 5<sup>th</sup> December 2017)  
Councillor M Knight (appointed until 16<sup>th</sup> May 2017)  
Councillor Mrs G A Geer (appointed until 16<sup>th</sup> May 2017)
- o) **Loe Pool Management Forum**  
Councillor R Williams



**p) The Furry Youth Café Steering Committee**

Councillor M H Thomas (Town Mayor)

**q) Victim Support West Cornwall Advisory Group**

Councillor Mrs G A Geer

It was proposed by Councillor R J L Boase, seconded by Councillor Miss Hornsby, and

RESOLVED – that the Keep Helston Tidy Working Party be abolished.

**22. Attendance at Meetings**

In respect of Councillor Miss Hornsby's report on the Helston Business Improvement Partnership, Councillor Knight expressed concern that multi-national companies were benefitting from the shop front scheme. Councillor Miss Hornsby confirmed that she would take the comments back to the HBIP.

On the proposition of Councillor Radford-Gaby, seconded by Councillor Knight, it was

RESOLVED – that the written reports submitted by Councillors Miss Hornsby and Martin be received.

**23. Items for the next Agenda**

The Mayor requested that Members contact the Town Clerk's office with 10 days' notice to place items on the following Full Council Agenda.

**Meeting closed at 10.02pm**

**Confirmed**

**Town Mayor**

13/05/2014 Helston Town Council

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At : 16:41

## List of Payments made between 17/04/2014 and 31/05/2014

	Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
600	17/04/2014	South Kerrier Heritage Trust	110884	500.00	Contribution to WW1 Resources
601 - 611	15/02/2014	Salary Related Expenses	110885 - 110895	16,581.56	Salary Related Expenses
612	25/04/2014	Francotyp Postalia Ltd	DD10	66.60	Franking machine Qtr Rental
613	01/05/2014	Cornwall Council	Std Ord	93.00	Rates - Monument Rd Pub Cons
614	01/05/2014	Cornwall Council	Std Ord	217.00	Rates - Guildhall Pub Cons
615	01/05/2014	Cornwall Council	Std Ord	777.00	Rates - Guildhall
616	22/05/2014	Siemens Financial Services Ltd	Std Ord	145.44	Fire Alarm Lease
617	15/05/2014	British Gas	DD5	421.65	Gas - Guildhall
618	15/05/2014	British Telecom	DD6	26.53	565761
619	15/05/2014	Concorde 1 Ltd	DD7	99.87	Photocopying
620	15/05/2014	O2	DD8	62.09	TCRO Mobile
621	15/05/2014	Berendsen UK Ltd -Formerly Sun	DD9	77.52	Mat Hire
622	15/05/2014	Castle Car Hire	C/CARD1	112.20	Van Hire for Flora Day
623	15/05/2014	Commercial Washrooms	C/CARD2	168.00	Toilet Roll Holders for Pub Cons
624	15/05/2014	IT Services (Cornish Hosting)	C/CARD3	23.97	Domain renewal & registration
625	15/05/2014	Fast.co.uk	C/CARD4	23.48	Broadband
626	15/05/2014	Food Safety Direct Ltd	C/CARD5	36.00	Notebooks - Town Warden
627	15/05/2014	Francotyp Postalia Ltd	C/CARD6	1,000.00	Postage
628	15/05/2014	Amazon (The Party Place)	C/CARD7	36.25	Tablecloths
629	15/05/2014	Bowdens Hardware	110861	-29.03	Cancel chq 110861
630	15/05/2014	W Bowden	110896	29.03	Replace Chq 110861 - Apr
631	15/05/2014	The Angel Hotel	110897	500.00	Mayor Choosing Refreshments
632	15/05/2014	W Bowden	110898	25.77	Cleaning Materials
633	15/05/2014	The Consortium	110899	22.67	Cleaning Materials
634	15/05/2014	Cormac Solutions Ltd	110900	30.48	Repairs Guildhall Pub Cons
635	15/05/2014	Economy Jetting Services	110901	35.00	Unblock Monument Pub Cons
636	15/05/2014	Heatline (Helston) Ltd	110902	84.00	Ann. Service Boiler & Cooker
637	15/05/2014	Helston News & Advertiser	110903	72.00	Advertisements
638	15/05/2014	Hudson Accounting Ltd	110904	300.00	Y/E Internal Audit 2013/14
639	15/05/2014	Jewson Ltd	110905	31.65	Line Marker Spray
640	15/05/2014	Key Express	110906	23.85	Town Plaques Engraving
641	15/05/2014	Martin Luck Group Ltd	110907	756.22	Stationery
642	15/05/2014	Primary PC Solutions Ltd	110908	207.00	IT Support
643	15/05/2014	Round the Clock Security Ltd	110909	1,152.30	Security Guards - Flora Day
644	15/05/2014	St Ives Steeplejacks	110910	696.00	Reinstallation of flag pole
645	15/05/2014	The Sweet Pea	110911	40.00	Mayor Choosing Bouquets
646	15/05/2014	South West Play	110912	2,656.20	Deposit Works Carey Parc PA
647	15/05/2014	South West Play	110913	940.20	Balance works to Cades Parc PA
648	15/05/2014	South West Water Ltd	110914	475.26	Water & Sewerage Charges
649	15/05/2014	Viridor Waste Management Limit	110915	52.50	Waste Management - April
650	15/05/2014	Dawson, C	110916	159.50	Travel Expenses
651	15/05/2014	Mr N Lambert	110917	145.00	Flora Day Street Stall - Refund
652	15/05/2014	Petty Cash	110918	95.40	Travel, Youth Engagement Exp.
653	15/05/2014	Mole, Mr S	110919	822.10	Street Stall Superintendent - Flora Day
654	15/05/2014	Cormac Solutions Ltd	110920	78.04	Repairs Guildhall Toilets
655	15/05/2014	Summit Roofing Solutions	110921	66.00	Removal of debris from gutter
656	15/05/2014	South West Loos	110922	48.00	24877/South West Loos
657	31/05/2014	British Gas	DD10	708.68	Electricity - Guildhall
			<b>Total Payments</b>	30,691.98	
<b>Signatures of Councillors that signed the cheques:</b>					