

MINUTES OF A MEETING OF HELSTON TOWN COUNCIL
HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 16TH MAY 2024 AT 7.00 PM

Councillors: M J Kenchington (Town Mayor) in the Chair

R Williams	T Grattan-Kane	P Webb
R J L Boase	J Martin	D Willey
Mrs F N E Boase	M Benyon	M P Andrew
M H Thomas	G Looker	P E Williams

Officers: Miss P J Lavelle (Town Clerk)
Miss A D Retallack (Deputy Town Clerk)
Mr R A James (Projects Officer)

4. Cornwall Councillors' Reports

Cornwall Councillor Foreman had given apologies for absence.

Cornwall Councillor Thomas gave a report during which he made particular mention to:

- The CAP meeting in April after which representatives of the Cornwall Council team dealing with the new waste collection service gave a presentation and answered questions;
- A Leats and Kennels meeting held on 3rd May seeking a solution to the current and long term concerns;
- New is still awaited from the Good Growth Fund re funding.

The Cornwall Councillor then responded to Members questions.

5. Public Participation

A member of the public spoke to thank the Council for changing the seating arrangements.

A member of the public gave a brief verbal report regarding Plastic Free Helston's activities on Flora Day.

The Project Officer responded to questions received from a member of the public regarding the Community Café project.

6. Minutes

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

RESOLVED – that the Minutes of the Town Council meeting held on 18th April 2024 and the Minutes of the Special Town Council Meeting held on 25th April 2024 be approved and signed as a true record.

7. Minutes of the Planning Committee Meeting

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

RESOLVED – that the Minutes of the Planning Committee meeting held on 2nd May 2024 be received.

8. Announcements

The Mayor thanked everyone involved with Flora Day and Mayor Choosing for their hard work.

9. Leats and Kennels update

Councillor Thomas gave Members a detailed update on the current position regarding repair of the Wendon Leats. On the proposition of Councillor Thomas, seconded by the Town Mayor, it was unanimously

RESOLVED – that delegated authority be given to the Town Clerk to instruct a light touch survey of the leats and kennels with a maximum contribution from Helston Town Council of £400.

10. Report of the Projects Officer

The Projects Officer gave a brief summary of his report (circulated prior to the meeting).

On the proposition of Councillor Mrs Boase, seconded by the Town Mayor, it was unanimously

RESOLVED – that the urgent decision of the Mayor and Deputy Mayor to instruct CAD Heritage to begin the application the English Heritage Repair Fund be ratified.

On the further proposition of Councillor Willey, seconded by Councillor Grattan-Kane, it was unanimously

RESOLVED – that, if other funding could not be sourced, permission be given to fund required repair works to The Guildhall using the Guildhall Repair Ear-Marked Reserve.

11. Report of the Town Clerk

(1) Annual Audit of Accounts for 2023/24

The Council considered the Annual Report of Mr S Hudson, the Internal Auditor, together with supporting financial statements for submission to the External Auditor (circulated prior to the meeting).

It was thereupon proposed by Councillor Mrs Boase, seconded by Councillor Grattan-Kane, and unanimously

RESOLVED – that Section 1 of the Annual Return – the Annual Governance Statement, be approved and, upon completion in the affirmative in all respects, be signed by the Mayor and Town Clerk.

It was further proposed by Councillor Grattan-Kane, seconded by Councillor R J L Boase, and unanimously

RESOLVED – that the Accounting Statements for the financial year ended 31st March 2024 as set out in the Annual Return, be approved, and duly signed on this Council’s behalf by the Mayor and the Town Clerk.

It was further proposed by Councillor Grattan-Kane, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that BDO LLP be appointed as the Council’s External Auditor and the Council confirmed that there was no conflict of interest.

(2) Bank Signatories

On the proposition of Councillor Grattan-Kane, seconded by Councillor Martin, it was unanimously

RESOLVED – that:

- a) Councillors Williams, Mrs Boase, Thomas and Kenchington remain as signatories for the Town Council’s bank accounts;
- b) the Town Clerk continue to be authorised to administer the bank accounts for the Town Council, the Helston Town Mayor’s Welfare Fund and the Trevenen Exhibition; and
- c) the Deputy Town Clerk continue to be authorised to administer the Town Council’s current account.

(3) Key-holders / Fire Alarm Responders

It was proposed by the Mayor, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that:

- a) in addition to the Caretakers and Town Warden, Councillors Williams, R J L Boase, Grattan-Kane and Webb be appointed as key-holders for the Guildhall Fire Alarm; and
- b) the Senior Caretaker and Councillor Grattan-Kane be appointed as key-holders for the Guildhall intruder alarm.

(4) Christmas Office Closure

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

RESOLVED – that Christmas office closure between Christmas and New Year be confirmed and staff be given an additional days leave for Christmas Eve.

(5) Casual Vacancy – South Ward

This item was noted.

(6) Guildhall Bell

On the proposition of Councillor Benyon, seconded by Councillor Willey, it was

RESOLVED – that the Council offer the old bell to the Museum of Cornish Life without bonding works ato retain the history of the bell.

It was further proposed by Councillor Benyon, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that a formal vote of thanks be given to the Office, particularly Mrs A Thomas, for the sustained effort involved in this project.

12. Payment of Accounts

Councillor Looker left the meeting at 8.09pm and returned to the meeting at 8.12pm.

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

RESOLVED – that Account Nos. 83 - 147 inclusive and listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £75,272.013

Voting: For – 12, Against – 0, Abstain – 1

13. Dates and Times of Council Meetings

On the proposition of Councillor Martin, seconded by Councillor Andrew, it was unanimously

RESOLVED – that the Calendar of Meetings for 2024/25, as set out, be received.

14. To reappoint Trevenen Exhibition Governors

On the proposition of Councillor Thomas, seconded by Councillor Grattan-Kane, it was unanimously

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.

15. Appointment of Representatives to Committees and Outside Bodies

It was proposed by Councillor Grattan-Kane, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that:

- a) Councillors R J L Boase; Mrs F N E Boase; T Grattan-Kane; M J Kenchington; M Benyon; D Willey and M P Andrew be appointed to the Finance and General Purposes Committee.
- b) Councillors R J L Boase; J Martin; P M Webb; D Willey; M P Andrew and P E Williams be appointed to the Planning Committee;
- c) Councillors Mrs F N E Boase; T Grattan-Kane; M J Kenchington and D Willey be appointed to the Staffing Committee;
- d) Councillors R J L Boase; Mrs F N E Boase; M H Thomas; T Grattan-Kane; M Benyon; and M J Kenchington be appointed to the Youth Engagement Working Party.
- e) Councillors T Grattan-Kane and Mrs F N E Boase be appointed to the Events Working Party.
- f) Councillors M Benyon; P M Webb; D Willey and P E Williams be appointed to the Environmental Working Party
- g) Councillors; R J L Boase; M H Thomas; T Grattan-Kane and P E Williams be appointed to the Traffic Regulation Order Working Party
- h) Councillors Mrs F N E Boase, T Grattan-Kane and M Benyon be appointed to the Emergency Plan Working Party.

It was further proposed by Councillor Grattan-Kane, seconded by Councillor Mrs Boase, and unanimously

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

a) Cornwall Association of Local Councils

Councillor M J Kenchington

- b) Community Area Partnership**
Councillor M J Kenchington (Deputy – Councillor M Benyon)
- c) Helston Christmas Lights Committee**
Councillor R J L Boase
- d) Helston Climate Action Group**
Councillor D Willey
- e) Helston Community Interest Company**
Councillor F N E Boase (Deputy – Councillor M H Thomas)
- f) Helston Welfare Trust: Nominated Trustees (4 year term until May 2025)**
Councillors Williams; Mrs Boase; and M H Thomas
- g) Discover Helston Marketing Group**
None appointed
- h) Plastic Free Helston Steering Group**
Councillor D Willey
- i) Place Shaping Board – Strategy**
Councillor M P Andrew (Deputy – Councillor M J Kenchington)
- j) Projects Group**
Councillors M J Kenchington; F N E Boase; T Grattan-Kane; R Williams; and M Benyon
- k) Town & Parish Council Police Liaison Group**
Councillor T Grattan-Kane
- l) Youth Cafes Cornwall Corporate Directorate**
Councillor M H Thomas

Meeting closed at 8.37pm

Confirmed

Town Mayor