

**MINUTES OF A MEETING OF HELSTON TOWN COUNCIL**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON THURSDAY 20<sup>TH</sup> OCTOBER 2011 AT 7.17 PM**

**Councillors:** R J L Boase (Town Mayor) in the Chair

R Williams  
Mrs S M E Swift  
N J C Devenish  
K Reynolds

Mrs V J Matthew  
D C Swift  
Mrs F N E Boase  
R R Pryor

M H Thomas  
J P Radford-Gaby  
Mrs W A Radford-Gaby

**Officers:** Miss P J Lavelle (Assistant to the Town Clerk)  
Mrs S Price (Administrative Assistant)  
Mr R Dennery (Town Centre Manager)

**334. Prayers**

The Meeting opened with Prayers offered by the Mayor's Chaplain, Canon David Miller, during which a minute's silence in memory of the late Cornwall Councillor Clayton was held.

**335. Apologies**

An apology for non-attendance was received from the Town Clerk who was on annual leave.

On the proposition of Councillor Reynolds, seconded by Councillor Mrs Matthew, it was RESOLVED – that the Apology be received and accepted.

**336. Declarations of Interest**

The Mayor and Councillors Mrs Matthew, Mrs Boase and J P Radford-Gaby declared a personal interest in item 1 of the Town Clerk's Report (Agenda item 16) as they were potentially involved with the independent Harvest Fair Committee.

The Mayor declared a personal interest in item 5 of the Town Clerk's report (Agenda item 16) as a member of the Christmas Lights Working Party.

The Mayor and Councillor Mrs Boase declared a personal interest in items 7 and 8 of the Town Clerk's Report (Agenda item 16) as residents of Cross Street and members of Helston Town Band Committee, respectively.

The Mayor and Councillors Mrs Boase and Mrs Matthew declared a personal interest in item 13 of the Town Clerk's Report (Agenda item 16) as Members of the Helston & District Town Twinning Association.

**337. Police Matters**

The Assistant to the Town Clerk advised that apologies had been received from the Devon & Cornwall Constabulary and read a report on their behalf which included recent crime figures and those for the corresponding period from the year previous.

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

#### a) Local Cornwall Councillors

Councillor Robertson advised that he had been involved in the preparation of the budget for the forthcoming year. He also clarified the situation regarding the Circus held on land adjacent to the Bosnoweth Estate. The Mayor asked Councillor Robertson if it was possible for yellow lines to be considered in Kellaway Parc and included in the draft Order that was going out to consultation. Councillor Robertson advised that it was too late to be considered.

In response to a query the Assistant to the Town Clerk advised that apologies had not been received from Councillor Mrs Haycock. Councillor Mrs Matthew advised that she believed that apologies had been tendered. The Assistant to the Town Clerk confirmed that apologies had not been received by either the Town Clerk or herself.

Councillor Devenish asked Councillor Robertson and Councillor Wallis if they could liaise with Councillor Mrs Haycock regarding concerns he had with the white wash wall from Cross Street to St Johns. Councillor Devenish advised that the top section of the wall was showing signs of damage by a vehicle in addition to several large cracks in the lower section of the wall and he was concerned with the potential for masonry to fall onto the highway. Councillor Devenish was of the opinion that, in order to preserve such a historic wall, Cornwall Council should consider repairing and repainting. Councillor Robertson confirmed that he would investigate the issue.

Councillor Wallis spoke about the recent incidents of graffiti around the Town and in the Skate Park. He advised that the Police and the children who played in the Skate Park should be congratulated on their efforts in attempting to identify those responsible.

#### b) Community Network Manager

Mrs C Chadwick apologised for arriving late and gave her thanks to the Councillors who had attended the Citizenship for Life event advising that she was recruiting for the next Scheme commencing in January. Mrs Chadwick then updated Members on her report making particular mention to a presentation regarding the Youth Cafe on 5<sup>th</sup> December and the Community Network Panel meeting on 31<sup>st</sup> October.

Councillor Thomas asked Mrs Chadwick if she had any ideas on how the Town Council could support the Youth Cafe and where it was possible to view the Strategy for the following five years online. Mrs Chadwick advised that, from the lottery funding obtained 18 months previously, the capital funding section had been spent equipping the Cafe and sufficient revenue funding remained for the Co-ordinator's position. Mrs Chadwick confirmed that the Cafe had submitted a number of bids to maintain funding for the future and advised that the Cafe welcomed engagement with local organisations which were able to offer either volunteers time or funding. Councillor Thomas queried what was being done to advertise the Youth Cafe. Mrs Chadwick advised that the Cafe had its own website and the Co-ordinator was meeting with the Head Teachers of both Helston Community College and Mullion School to discuss advertising in schools with the hope of include details in their newsletters.

The Mayor and Councillor Mrs Matthew expressed their enjoyment with the Citizens for Life event advising that it was very moving. Mrs Chadwick offered to give a presentation with the young people so that Members could see the long-term impact of the Scheme.

### **339. Public Participation**

Mr P Phillips spoke on behalf of the Helston & District Town Twinning Association regarding item 13 of the Town Clerk's report (Agenda item 16). Mr Phillips advised that he understood that the question had arisen in an internal audit querying what made Twinning different to any other body for it to not be charged for meetings in the Guildhall. Mr Phillips advised that Twinning was a Town Council Committee existing for the benefit of every resident in the town. Mr Phillips advised that Twinning was not a money-making project but was there to make twinning available to people irrespective of their financial status, class or race. Mr Phillips then outlined the main objectives of the Twinning Association to arrange cultural, educational, musical and sporting exchanges advising that the Association had facilitated exchanges for a number of organisations. Mr Phillips advised that he disagreed with the Town Clerk's comments that the Twinning Association were only closely linked with the Town Council in the past confirming that the Mayor had recently signed the Twinning Agreement with Plougasnou and stated that whilst the Town Council had a budget for twinning the Twinning Association never received the funding. The Assistant to the Town Clerk spoke to confirm that the Helston & District Town Twinning Association was a separate organisation and was not a Town Council Committee as Mr Phillips had stated. The Assistant to the Town Clerk further advised that whilst the Town Council did have a small budget for twinning this was to cover expenditure incurred by the Town Council and was not allocated to the Twinning Association.

Mr Harris addressed Cornwall Councillor Wallis to advise that he had raised a question at an earlier meeting regarding paving slabs around Coronation Lake which were sinking, but no action appeared to have been taken. Councillor Wallis confirmed that he had reported the problem but agreed to pursue the matter.

Mr K McGill referred to the Policy, Finance and Resources Committee Minutes regarding the recruitment of a Town Centre Manager to ask whether it was possible to have a copy of the original job description for the post. Councillor Reynolds advised that the post was being recruited on the new job description and the original job description was now obsolete. Mr McGill queried if questions under Standing Order 8.1 could be brought before public participation. Councillor Devenish advised that Standing Orders and the order of the meeting would need to be reviewed by the Policy, Finance and Resources Committee.

Mr N Hannaford advised that, for the benefit of Members of the Planning Committee, he could confirm that there was no vehicle access to the adjacent amenity land from Helston Football Club.

### **340. Minutes**

Councillor Williams advised that he was listed as absent without apologies in the Minutes of the Special Full Council meeting on 10<sup>th</sup> October 2011 but had given his apologies to the Town Clerk as he had been working.

On the proposition of Councillor J P Radford-Gaby, seconded by Councillor Mrs Boase, it was

RESOLVED – that the Minutes of the Town Council meeting held on the 15<sup>th</sup> September 2011 and Special Full Council meetings held on 13<sup>th</sup> September, 29<sup>th</sup> September and 10<sup>th</sup> October 2011 be approved subject to the above amendment and signed as a true record.

### **341. Minutes of the Policy, Finance & Resources Committee**

On the proposition of Councillor Reynolds, seconded by Councillor Mrs Matthew, it was RESOLVED – that the Minutes of the Policy, Finance & Resources Committee meetings held on the 13<sup>th</sup> September and 11<sup>th</sup> October 2011, be received and the recommendation approved.

Councillor D C Swift advised that the job description for the Town Centre Manager's Post which was approved by the Policy, Finance & Resources Committee included the formation of a Town Centre Management Mentoring Panel stating that he believed the Chairman of the Policy, Finance and Resources Committee, the Chairman of the Amenities Committee and the Deputy Mayor should be appointed to the Panel.

The Assistant to the Town Clerk advised that the matter could not be debated as there was no item on the Agenda to appoint to the Town Centre Management Mentoring Panel. Councillor Reynolds advised that he wished to move forward with the Mentoring Panel. The Mayor and Councillors Williams and Mrs Matthew expressed the opinion that the item could not be discussed. A detailed debate ensued at the conclusion of which the Assistant to the Town Clerk reiterated that Members could not discuss the Mentoring Panel as there was no item on the Agenda and any decisions made would be taken against her advice and would be invalid as insufficient notice of an Agenda item had been given. It was then proposed by Councillor Reynolds, seconded by Councillor D C Swift, that the appointment to the Town Centre Management Mentoring Panel be discussed. This motion failed.

At the request of Councillor Reynolds, the Mayor agreed that an item for the Appointment to the Town Centre Management Mentoring Panel be included on the Agenda for the following meeting.

### **342. Minutes of the Planning Committee**

On the proposition of Councillor Mrs Matthew, seconded by Councillor Thomas, it was RESOLVED – that the Minutes of the Planning Committee meetings held on the 15<sup>th</sup> September and 6<sup>th</sup> October 2011, be received.

### **343. Minutes of the Amenities Committee**

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

RESOLVED – that the Minutes of the Amenities Committee meeting held on the 22<sup>nd</sup> September 2011, be received.

### **344. Announcements**

The Mayor advised that a Street Market with stalls from local traders would be taking place on Saturday 12<sup>th</sup> November 2011. Councillor Mrs Swift advised that the Amenities Committee had wanted to have an event in the absence of the Continental Market and gave further details of the arrangements.

Councillor Mrs Swift advised that she had attended the recent concert from the Pearl of Africa Choir and requested that a letter of thanks be sent to them. On the proposition of Councillor Mrs Swift, seconded by Councillor D C Swift, it was

RESOLVED – that a letter of thanks be sent to the Pearl of Africa Choir.

The Mayor agreed to deliver the letter to the Choir at their final concert in the area on the following Sunday.

**345. Regeneration Committee**

Councillor Devenish advised that Full Council had agreed to create a Regeneration Committee and the Policy, Finance and Resources Committee had been asked to draft its Terms of Reference. Councillor Devenish expressed the opinion that the Terms of Reference were too narrow and requested that the Policy, Finance and Resources Committee review them to include the issues of concern to the Council that had prompted the Committee's creation. Councillor Devenish then gave examples of issues which he believed should be covered including liaising with other organisations such as Cornwall Council or South Kerrier Alliance and lobbying to obtain needed regeneration and business for the area. Following a detailed debate it was proposed by Councillor Devenish, seconded by Councillor Pryor, and

RESOLVED – that the Policy, Finance and Resources Committee revisit and redraft the Terms of Reference for the Regeneration Committee to broaden the scope of its activities to include such tasks as the Helston Business Park, liaising with organisations such as Cornwall Council, South Kerrier Alliance, Homes & Communities Agency, Local Business Forum etc to promote and generate business and regeneration opportunities.

**Councillor Williams voted against the Motion.**

**346. Selection of the Mayor-Elect**

Councillor J P Radford-Gaby expressed the opinion that the current procedure for selecting the Mayor-elect was less than transparent and advised that he believed the selection process should be carried out in public to encourage openness. Following a brief debate it was proposed by Councillor J P Radford-Gaby, seconded by Councillor Thomas, and unanimously

RESOLVED – that the selection of the Mayor-elect be carried out in open Full Council for 2012 and thereafter.

It was agreed that an item be placed on the Full Council Agenda to confirm the procedure for the selection of the Mayor-elect.

**347. Report of the Town Centre Manager**

Councillor Mrs Swift referred to the item regarding discussions on repairing or replacing the town litter bins to advise that the quotations had been put before the Amenities Committee at its meeting in September and the quotation for the replacement of the bins had been accepted and an order had been placed.

It was then proposed by Councillor Williams, seconded by Councillor D C Swift, and unanimously

RESOLVED – that the report of the Town Centre Manager be accepted.

**348. Report of the Town Clerk**

**(1) Harvest Fair**

On the proposition of Councillor Mrs Swift, seconded by Councillor Pryor, it was

RESOLVED – that:

- a) authority be given to transfer the sum of £2,500 from the Harvest Fair Ear-marked Reserve to the independent Harvest Fair Committee once its Memorandum and Articles of Association were agreed and the bank account had been opened; and
- b) authority be given for the transfer of ownership for all trophies to the independent Harvest Fair Committee.

**The Mayor and Councillors Mrs Boase and J P Radford-Gaby abstained from the vote.**

**(2) 2013 Review of Parliamentary Constituencies in England**

This item was noted.

**(3) Town Bus Service**

The Assistant to the Town Clerk read a letter from a member of the public requesting a review of the town bus service to include the Trenethick Fields Estate. Following a detailed debate it was proposed by Councillor Mrs Swift, seconded by Councillor Pryor, and unanimously

RESOLVED – that:

- a) a letter be sent to Cornwall Council to request that the Trenethick Fields Estate be included on the 38 bus route without detriment to other stops; and
- b) the letter be copied to the Helston Cornwall Council Division Members.

**(4) Goonhilly Space Science Park Project**

On the proposition of Councillor Devenish, seconded by Councillor Pryor, it was unanimously

RESOLVED – that a letter be sent to Goonhilly Earth Station Limited to request an earlier visit to discuss the project.

### **(5) Christmas Lights**

Following a brief debate it was proposed by Councillor Mrs Swift, seconded by Councillor Mrs Matthew, and

RESOLVED – that:

- a) in pursuance of the powers conferred by Section 144 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfied the requirements of that Section, the Council approves a £500 grant towards the Christmas Lights; and
- b) the Christmas Lights Committee be given permission to utilise electricity from the Guildhall to power lights in that vicinity.

**The Mayor abstained from the vote.**

### **(6) School Governor**

It was proposed by Councillor Mrs Matthew, seconded by Councillor Williams, and

RESOLVED – that Councillor Mrs Radford-Gaby be appointed as the Town Council's representative on the Governing Body of Parc Eglos School.

### **(7) A394/St Johns Bridge Junction**

On the proposition of Councillor Devenish, seconded by Councillor Williams, it was

RESOLVED – that a letter be sent to advise that the road improvement scheme did not meet the criteria for the Section 106 funding.

**The Mayor and Councillor Mrs Boase abstained from the vote.**

### **(8) Flora Day Guildhall Decorations**

The Assistant to the Town Clerk outlined the work carried out by Mr S Pascoe and his workforce for the decoration of the Guildhall for Flora Day. Councillor Mrs Swift expressed the opinion that Mr Pascoe's actions were very public spirited and generous. It was proposed by Councillor Mrs Swift, seconded by Councillor Pryor, and

RESOLVED – that, in pursuance of the powers conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that Section, the Council approves expenditure in the sum of £250.00 in respect of Helston Town Band and the sum of £250.00 in respect of the Cancer Charity Shop in Coinagehall Street.

**The Mayor and Councillor Mrs Boase abstained from the vote.**

**(9) Helston Folk Museum**

Following a detailed debate it was proposed by Councillor Devenish, seconded by Councillor Pryor, and unanimously

RESOLVED – that Helston Town Council did not wish to take on sole responsibility for running and maintaining Helston Folk Museum but would be prepared to discuss being involved in an appropriate body to run the Museum.

**(10) CALC Website**

This item was noted.

**(11) Engagement with Devon and Cornwall Police Authority**

Councillor Devenish expressed the opinion that whilst the Police Authority intended to meet with community groups to engage with people he was concerned that, due to the harsh reality of funding cuts, the Authority was becoming more distant. On the proposition of Councillor Devenish, seconded by Councillor D C Swift, it was

RESOLVED – that a letter be sent to the Chief Constable to express Members' concerns.

**(12) Public Realm Section 106 Funding**

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

RESOLVED – that the letter and copy of the 'Historic Characterisation for Regeneration – Helston' Survey document be passed to the Regeneration Committee for detailed consideration.

**(13) Guildhall Lettings**

A detailed debate ensued during which the following points were made in favour of the Helston & District Town Twinning Association not being charged a letting fee for meetings:

- The Twinning Declaration for Plougasnou was approved by the Town Council and the Twinning Agreements for both Sasso Marconi and Plougasnou were signed by the Mayor on behalf of the people of Helston which would not have happened if the Twinning Association was an independent organisation;
- The Twinning Association discharged an obligation given to them by Helston Town Council;
- Twinning gave a lot to the town increasing footfall in the town and money spent in the town;
- Members should consider each organisation on individual merit.



The following points were made in favour of charging the Helston & District Town Twinning Association a letting fee for meetings:

- Would set a precedent for other organisations that used the Guildhall;
- Is a question of fairness and equality;
- Should not give non-Council committees free use of the building with use of electric and staff to unlock;
- Charging should be non-association specific;
- There is no record of the Town Council making a decision that the Twinning Association would not be charged;
- The Policy, Finance and Resources Committee agreed on 12<sup>th</sup> July 2006 that the Twinning Association should continue in its current form independent of the Town Council.

At the conclusion of the debate it was proposed by Councillor Thomas, seconded by Councillor Mrs Radford-Gaby, and

RESOLVED – that Helston Town Council does not charge the Helston & District Town Twinning Association a letting fee when using the Guildhall for meetings.

Councillor Devenish queried the Mayor's interest. The Mayor advised that he had declared a personal interest in the item and was therefore able to vote. Councillor Mrs Matthew also advised that she had sought guidance and had been advised that it was a personal interest and she was able to vote.

#### **(14) Pubwatch**

It was proposed by Councillor Williams, seconded by the Mayor, and

RESOLVED – that Councillor Mrs Swift together with the Town Clerk accept the invitation to attend the next meeting of Helston Pubwatch on 16<sup>th</sup> November 2011 at 3.00pm.

#### **349. Schedule of Accounts for Payment**

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

RESOLVED – that Account Nos. 278-327 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £36,382.26.

(Councillors Williams, D C Swift and Pryor declared an interest in Account Nos. 326, 321 and 316 respectively.)

It was agreed that the cheques would be signed by Councillor Mrs Swift and Councillor Reynolds the following day. It was also agreed that the cheques for Account Nos. 296 and 297 would be signed that evening.

**350. Attendance at Meetings**

On the proposition of Councillor D C Swift, seconded by Councillor Williams, it was  
RESOLVED – that the written reports submitted by Councillors Mrs Swift, D C Swift and Pryor  
be received.

**Meeting closed at 9.49pm**

**Confirmed**

**Town Mayor**

			Town Council Meeting 20th October, 2011			
Month	October					
Voucher	Payee	Description	Nett Amount	VAT	Total	Cheque Number
	<b><u>Urgent Payments</u></b>					
	<b><u>Barclaycard</u></b>					
278	Fast.co.uk	Broadband	19.92	3.91	23.83	C/Card
279	JFC Monro	Pesticide	58.35	11.60	69.95	C/Card
	<b><u>Direct Debits</u></b>					
280	BNP Paribas Leasing	Photocopier	119.80	23.96	143.76	D/D
281	British Telecom	565761	25.61	5.12	30.73	D/D
282	British Telecom	572063	60.37	12.07	72.44	D/D
283	Cornwall Council	Rates	617.00		617.00	D/D
284	Siemens Financial Services Ltd	Fire Alarm lease	121.20	24.24	145.44	D/D
	<b><u>Routine Payments</u></b>					
285	ACT 1	Grant	1,000.00		1,000.00	109737
286	Audit Commission	Audit Fee 2010/2011	2,500.00	500.00	3,000.00	109738
287	Bowcutt, C M	Salary				109739
288	Bowcutt, C M	Travel Expenses	115.60		115.60	109740
289	Bowden, W	Cleaning Materials, etc.	9.49	1.90	11.39	109741
290	CNX Web Solutions	Inclusion of Town Guide on website	120.00	24.00	144.00	109742
291	Concorde Copiers	Photocopying	24.19	4.83	29.02	109743
292	Cornwall Council	Superannuation				109744
293	Cumbria Clock Co Ltd	Servicing Guildhall clock	115.00	23.00	138.00	109745
294	Dawson, C	Salary				109746
295	Dawson, C	Travel Expenses	56.80		56.80	109747
296	Dennergy, R	Salary				109748
297	Dennergy, R	Reimbursement of Mobile	12.50		12.50	109749
298	EDF Energy	Electricity for The Guidhall	475.90	95.18	571.08	109750
299	E-on	Electricity for 3 Penrose Road	352.25	17.61	369.86	109751
300	E-on	Gas for 3 Penrose Road	13.62	0.68	14.30	109752
301	Epworth Hall Management Group	Grant	150.00		150.00	109753
302	Firewatch South West Ltd	Annual Inspection Fire Extinguishers	209.45	41.89	251.34	109754
303	Goss, Mrs S	Salary				109755
304	Helston Community Memory Café	Grant	200.00		200.00	109756
305	Helston & District Carers Group	Grant	200.00		200.00	109757
306	Home-Start Kernow	Grant	200.00		200.00	109758
307	HM Revenue & Customs	Income Tax & National Insurance				109759
308	Johns, Mrs J	Salary				109760
309	Lavelle, Miss P J	Salary				109761
310	Martin Luck Group	Stationery	75.85	15.17	91.02	109762
311	Mole, S.C.C.	Street Stall Superintendent	80.00		80.00	109763
312	Newsquest Media Group	Advertisements	57.60	11.52	69.12	109764
313	Northcliffe Media Ltd	TCM Assistant advert in West Briton	449.00	89.80	538.80	109765
314	Petty Cash	Postages etc	97.93	1.06	98.99	109766
315	Price, Mrs S	Salary				109767
316	Pryor, Cllr R	Travel Expenses	16.80		16.80	109768
317	Round the Clock Security Ltd	Security Services	3,850.00		3,850.00	109769
318	RTS (Garden Services) Ltd	Footpath & ERDF Maint. & Hanging Baskets	2,843.91	568.78	3,412.69	109770
319	SEO Computers	IT Equipment	4,394.13	878.83	5,272.96	109771
320	Sita Uk Ltd	Office waste bags	56.50	11.30	67.80	109772
321	Swift, Cllr D C	Travel Expenses	16.80		16.80	109773
322	Temporary Fencing Solutions Ltd	Security Fencing	128.57	25.71	154.28	109774
323	The Consortium	Cleaning Materials, etc.	166.79	33.39	200.18	109775
324	The Sunlight Service Group Ltd	Mat hire	28.40	5.68	34.08	109776
325	Technical Electrical Engineering Ltd	Network Wiring for computer system	587.89	117.58	705.47	109777
326	Williams, Mrs D	Salary				109778
327	Randle Thomas Solicitors	Professional fees	567.00	112.40	679.40	109779
		Salary related expenses	13,526.83		13,526.83	
			33,721.05	2,661.21	36,382.26	