

**MINUTES OF THE ADJOURNED ANNUAL MEETING OF
HELSTON TOWN COUNCIL, HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 21ST MAY 2009 AT 7.15 PM**

Present: Councillor N.J.C. Devenish (Town Mayor) in the Chair

Councillors:

R. Williams	K. Reynolds	R. R. Pryor
Mrs S.M.E. Swift	Mrs V.J. Matthew	M. H. Thomas
P. Phillips	D.C. Swift	
R.J.L. Boase	Mrs F.N.E. Boase	

Officers: Mr C. Dawson (Town Clerk)
Miss P. J. Lavelle (Finance & Committee Assistant)

5. Presentation

The Mayor, on behalf of the Council, was presented with a Kerrier District Council badge by the district council's last chairman – Walter Sanger. Mr Sanger advised that the badge was made of tin from South Crofty Mine and was the last to be presented by the former district council.

6. Police Matters

The Mayor extended a welcome to WPC Butcher who presented a detailed report which included recent crime figures.

Councillor Reynolds requested clarification on how the speed visor located in Trengrouse Way operated. WPC Butcher explained its operation.

Councillor D.C. Swift advised that he had received complaints regarding the parking of lorries delivering to a local retailer in the early hours. WPC Butcher advised that she would contact the retailer.

7. Public Participation

Councillor Mrs Lyne thanked Members for their assistance during her time as a County Councillor for Helston.

Mr Perry wished the Mayor and Mayoress a good year and then expressed concerns regarding traffic problems, parking, bus shelters in Coinagehall Street, a Pedestrian Crossing on the Porthleven Road and broken glass present during Flora Day.

The Mayor welcomed Mr M Barton, Community Network Area Manager (West) and Mr S Horscroft, Community Network Manager (Helston & The Lizard), and introduced them to Members.

8. Minutes

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

RESOLVED – that the Minutes of the Town Council meeting held on the 16th April 2009 and Special Town Council Meeting held on 15th April 2009, be approved and signed as a true record.

9. Minutes of the Planning Committee

On the proposition of Councillor Reynolds, seconded by Councillor Mrs Matthew, it was RESOLVED – that the Minutes of the Planning Committee meetings held on the 16th April and 7th May 2009, be received.

10. Minutes of the Amenities Committee

It was proposed by Councillor Mrs Swift, seconded by Councillor Phillips, and RESOLVED – that the Minutes of the Amenities Committee meeting held on 23rd April 2009 be received.

11. Minutes of the Harvest Fair Committee

On the proposition of Councillor R.J.L. Boase, seconded by Councillor D.C. Swift, it was RESOLVED – that the Minutes of the Harvest Fair Committee meeting held on the 6th May 2009 be received.

12. Announcements

The Town Clerk advised that Mr Phillips the Civic Administrative Assistant was working his notice and would officially leave on 2nd June.

The Town Clerk then advised that Councillor Martin had submitted his resignation from the Council that morning.

13. Unauthorised Trading

Councillor Pryor raised concerns regarding the trading of vehicles and produce from verges and lay-bys and expressed the opinion that it did not present a good image to visitors to the town. Following a detailed debate it was proposed by Councillor Pryor, seconded by Councillor Phillips, and unanimously

RESOLVED – that the Town Council:

- a) contact Cornwall Council to request that they draft a county wide bylaw ; and
- b) contact other Town and Parish Councils for their support.

14. Report of the Town Clerk

(1) Annual Audit of Accounts for 2008/09

The Council considered the Annual Report of Mr B. E. White, the Internal Auditor, including the requisite supporting financial statements which he had prepared in readiness for submission to the District Auditor, all of which documentation having been circulated as Appendix I to the Town Clerk's Report.

It was thereupon proposed by Councillor Phillips, seconded by Councillor Reynolds, and unanimously

RESOLVED – that:

(i) The Statement of Accounts for the financial year ended 31st March 2009 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) Disabled Parking Bay

It was proposed by Councillor Phillips, seconded by Councillor Reynolds, and

RESOLVED – that the Town Council supported the Epworth Hall Management Committee’s request for a disabled parking bay outside the Methodist Chapel.

(3) Fly a Flag for our Armed Forces

Following a brief debate it was proposed by the Mayor, seconded by Councillor Phillips, and unanimously

RESOLVED – that a working party be formed with delegated authority to organise the ‘Fly a Flag for our Armed Forces’ event.

It was further proposed by Councillor Reynolds, seconded by Councillor Thomas, and

RESOLVED – that Councillors Mrs Swift, Phillips, R.J.L. Boase and Mrs Boase be appointed to the Working Party.

(4) Kennels

This item was noted.

(5) Local Council Administration, Eighth Edition – Arnold-Baker

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

RESOLVED – that the Town Clerk be authorised to purchase the latest edition of Local Council Administration at a cost of £67.00

(6) SLCC Summer Seminar

This item was noted.

(7) Public Payphone

This item was noted.

(8) Coronation Park Play Area

Following a detailed debate it was proposed by the Mayor, seconded by Councillor Reynolds, and unanimously

RESOLVED – that:

- a) the Town Clerk write to Stuart Wallace to request clarification of the health and safety problems and their resolution and to express the Town Council's concerns regarding the delay in opening the Coronation Park Play Area; and
- b) the correspondence be copied to Mr T Flanagan, Mr M Barton and Mr S Horscroft.

(9) Staff Training

It was proposed by Councillor Phillips, seconded by Councillor Pryor, and

RESOLVED – that the Town Clerk attend the Local Councils VAT Workshop on Wednesday 22nd July.

(10) Town Plan Consultation

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

RESOLVED – that Members would assist with the Town Plan consultation during the day and evening of Tuesday 9th June and the morning of Saturday 13th June.

Councillor Mrs Matthew requested that a flyer containing details of the consultation be produced.

15. Report of the Town Warden

Following a detailed debate it was proposed by the Mayor, seconded by Councillor Phillips, and

RESOLVED – that:

- a) opening and closing times of the public conveniences remain at the discretion of the Public Convenience Warden; and
- b) a set of keys for the public toilets be requested for emergency use.

It was further proposed by Councillor Phillips, and seconded by Councillor Mrs Matthew, that the Town Warden attend the Regional Warden Conference at Weston Super Mare on Friday 10th July. This motion failed and it was

RESOLVED – that the Town Warden not attend the Regional Warden Conference.

On the proposition of Councillor Phillips, seconded by Councillor Pryor, it was

RESOLVED – that the remainder of the report be noted and the Town Warden be commended for his good work.

16. Schedule of Accounts for Payment

On the proposition of Councillor Phillips, seconded by Councillor Mrs Boase, it was RESOLVED – that Account Nos. 36-76 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £22,217.23.

(Councillors Williams, Mrs Swift and Pryor declared an interest in Account No.s 74, 37 and 67 respectively.)

It was agreed that the cheques would be signed by Councillors Williams and Phillips.

17. Dates and Times of Meetings

It was proposed, seconded and duly

RESOLVED – that (1) during the ensuing Municipal year the Town Council meet on the third Thursday of each month at 7.15pm;

(2) the 2010 Annual and Adjourned Annual Meeting be held at twelve noon on Tuesday the 18th May, and at 7.15pm on Thursday, 20th May, 2010, respectively, as provided by Standing Orders;

(3) the Annual Town Meeting be held at 7.00pm on Thursday 8th April 2010;

(4) the Planning Committee meet on the first and third Thursday of each month at 6.15pm;

(5) the Harvest Fair Committee meet on the first Thursday of each month at 7.30pm;

(6) the Policy, Finance and Resources Committee meet on the 8th July, 9th September and 11th November 2009 and 13th January, 10th March and 5th May 2010 at 7.00pm;

(7) the Amenities Committee meet on the 28th May, 23rd July, 24th September and 26th November 2009 and 28th January and 25th March 2010; and

(8) the Play Committee meet as and when required.

18. Trevenen Exhibition

It was proposed, seconded and duly

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.

19. Appointment of Representatives to Committees

It was proposed, seconded and duly

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

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|-----|--|---|--|
| (a) | Planning Committee | : | Councillor Devenish (Town Mayor),
Councillors Phillips, R.J.L. Boase,
Reynolds and Mrs Matthew |
| (b) | Policy, Finance & Resources
Committee | : | The Mayor (Councillor Devenish),
Councillors Mrs Swift, Reynolds,
Mrs Boase, Pryor and Thomas |
| (c) | Harvest Fair Committee | : | The Mayor (Councillor Devenish),
Councillors R.J.L. Boase,
Mrs Matthew, and Mrs Boase |
| (d) | Amenities Committee | : | Councillors Williams, Mrs Swift,
Phillips, Mrs Boase, Pryor and
Thomas |
| (e) | Play Committee | : | Councillor Devenish (Town Mayor),
Councillors R.J.L. Boase,
Mrs Matthew, D.C. Swift and Pryor |
| (f) | Assets Working Party | : | Councillor Devenish (Town Mayor),
Councillor Mrs Swift and
the Town Clerk |

It was agreed that committee vacancies would be revisited when the casual vacancy on the Council had been filled.

20. Appointment of Representatives to Outside Bodies

It was proposed, seconded and duly

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

- | | | | |
|-----|--|---|--|
| (a) | General Meetings & Executive
Committee of Cornwall Association of
Local Councils | : | Councillor Mrs Swift
Deputy: Councillor Phillips |
| (b) | Helston and Kerrier Youth Club
Management Committee | : | Councillor Devenish (Town Mayor)
Councillors Williams and Mrs Swift |
| (c) | Helston & Lizard Health Board | : | Councillor Williams |
| (d) | Redruth Citizens Advice Bureau
Management Committee | : | Councillor Mrs Swift |
| (e) | Mayor's Parlour Campaign Group | : | Councillor Mrs Swift |

- (f) Partners and Communities Together (P.A.C.T.) : Councillor Devenish (Town Mayor)
- (g) South Kerrier Alliance : Councillor Phillips
- (h) Victim Support West Cornwall Advisory Group : Councillors Phillips and Reynolds
- (i) West Cornwall CCTV Group : Councillor D.C. Swift
Deputy: Councillor Thomas
- (j) West Cornwall Healthwatch Committee : Councillor Phillips

It was agreed that no representative be appointed to the St. Johns Regeneration Group as no meetings were held.

The Town Clerk advised that the South Kerrier Alliance had invited two representatives from the Council. After a brief debate it was proposed by Councillor Mrs Swift, seconded by D.C. Swift, and

RESOLVED – that the Council continue to nominate one representative onto the South Kerrier Alliance.

It was proposed by Councillor Mrs Swift, seconded by Councillor Reynolds, and

RESOLVED – that:

- a) the West Cornwall Business Forum be contacted to request clarification on the status of the Helston Business Forum; and
- b) once the clarification had been received a representative be appointed if appropriate.

It was further proposed by Councillor D.C. Swift, seconded by Councillor Mrs Boase, and

RESOLVED – that a Keep Helston Tidy Working Party be formed consisting of four Council Members plus community representatives.

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

RESOLVED – that the Mayor (Councillor Devenish) and Councillors D.C. Swift and Mrs Boase be appointed to the Keep Helston Tidy Working Party.

21. Helston Welfare Trust: Nominated Trustees

It was noted that the nominated Trustees appointed to serve on the Helston Welfare Trust were:

Councillor Williams - appointed until 5/12/2009

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

RESOLVED – that Councillor Mrs Swift be appointed as a Trustee for the Helston Welfare Trust.

It was further proposed by Councillor Mrs Matthew, seconded by Councillor D.C. Swift, and

RESOLVED – that Councillor Phillips be appointed as a Trustee for the Helston Welfare Trust.

22. Appointment of Internal Auditor and Internal Audit Checkers

On the proposition of the Mayor, seconded by Councillor D.C. Swift, it was

RESOLVED – that (1) Mr B E White be re-appointed as the Town Council’s official Internal Auditor for the financial year 2009/10; and

(2) Councillors Williams, Mrs Swift, Phillips and Reynolds be appointed Internal Audit Checkers to undertake additional internal auditing as required by legislation.

It was further proposed by Councillor Mrs Swift, seconded by Councillor D.C. Swift, and

RESOLVED – that the Mayor and Councillor Mrs Boase be appointed to carry out the Review of Internal Controls.

23. Attendances at Meetings

Councillor Mrs Boase had attended the Society of Local Council Clerks Regional Conference together with the Town Clerk.

Councillor Phillips had attended the West Cornwall Healthwatch meeting and gave Members a verbal report.

Councillor Mrs Swift had attended two Citizens Advice Bureau Board meetings and a training evening, a Larger Local Councils Group meeting and the Community Network Manager Interview Panel together with the Town Clerk.

The Mayor had attended an Assets Working Party meeting together with Councillor Mrs Swift and the Town Clerk.

The Town Clerk had attended a Planning Focus Group meeting and gave a report.

24. Items for the Next Agenda

The Mayor requested that an item be placed on the next Agenda to discuss the method of appointing committee membership and representation on outside bodies.

25. Exclusion of the Press and Public

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

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.

26. Community Centre

Members considered correspondence from the Council's architect following which it was proposed by Councillor Reynolds, seconded by Councillor Mrs Matthew, and

RESOLVED – that the Council's architect be instructed to resume negotiations with Cornwall Council and re-submit the planning application.

27. Town Clerk's Confidential Report

(1) Fly Tipping

This item was noted.

Meeting closed at 9.55pm

Confirmed

Town Mayor