

**CAMBORNE TOWN COUNCIL
AMENITIES COMMITTEE 20th October 2016**

MINUTES of the meeting of the Amenities Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 20 October 2016 at 6.30 pm.

PRESENT	Councillor Ms J Robinson	Chairman
	Councillor Ms J Merrick	Vice Chairman
	Councillor M Champion	
	Councillor J P Collins	
	Councillor T Dalley	
	Councillor Ms Z Fox	
	Councillor S Odgers	
	Councillor G Winter	
	Councillor Mrs V Dalley	(Ex Officio)
	Councillor C Godolphin	(Ex Officio)

In Attendance: Amanda Mugford, Town Clerk; and Paul Rickard (Minute Clerk).

The Chairman explained the safety procedures to all those present.

A.3714 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

A.3714.2 RESOLVED: that the apologies from Councillor Krey for non-attendance of the meeting of the Amenities Committee held on the 20 October 2016 were received.

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken, the matter was approved unanimously.

A.3715 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

Councillor Godolphin declared an interest in Agenda items 13 and 14 as he had connections with the Boys Brigade. Councillor Ms Merrick declared an interest in Agenda item 22 as she was a Trustee of the Kehelland Horticultural Trust.

A.3716 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests for dispensations.

A.3717 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN

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RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

There were no members of the public present.

A.3718 CHAIRMAN'S ANNOUNCEMENTS

The Chairman gave an update in respect of Camborne Recreation Ground and reported that Cornwall Council's Localism Policy Advisory Committee had recently agreed to recommend to Cabinet on 9 November that the Council should devolve various open spaces, including the Recreation Ground, to Camborne Town Council by means of freehold transfer.

A.3719 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 11 AUGUST 2016 AND THE CHAIRMAN TO SIGN THEM

A.3719.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on the 11 August 2016 were received, approved and signed by the Chairman, subject to the following amendment:-

A.3697.2 – delete the "...and..." after "... Councillor Ms. Fox..."

Proposed by Councillor Odgers
Seconded by Councillor Mrs Dalley

On a vote being taken, the matter was approved unanimously.

A.3720 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

Minute reference A.3709.2: The Town Clerk reported that in respect of the NALC Policy Consultation PC12-16 regarding the future of parks inquiry, it had not been possible to send the consultation response in time to meet the deadline because of staff shortages and workload.

Minute reference A. 3710: The Town Clerk reported that the Amenities and Projects Officer would arrange a date to PAT test the 'old' Christmas lights.

A.3721 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET FOR THE 2017/17 FINANCIAL YEAR

The Town Clerk reported that the figures for the Amenities Revenue Budget by cost centre and code was for the period up to the end of August. It was noted that the reason for the relatively low expenditure in respect of cost code 53 (Equipment and Maintenance) was because the majority of such work was undertaken during the winter. However, a sum of £550 had been spent on the purchase of a new strimmer, as authorised by Chairman and Vice-Chairman.

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The Town Clerk also reported that the expenditure (estimate: £5252) from cost code 68 (Christmas in Camborne) on the Lantern Parade had not yet been spent. Furthermore, the invoices from Cornwall Council in respect of the toilets at Camborne Recreation Ground had not yet been received; the estimated end of year spend for the public conveniences budget was £15267. The invoices from Truro City Council for the floral display had not yet been received so the Environment budget was also showing a false position.

A.3721.2 RESOLVED: **that the current net position by Code for the Amenities Revenue Budget for the period until end of August 2016 was received.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

A.3722 TO RECEIVE THE SUMMER PROGRAMME REPORT FROM THE AMENITIES TEAM, AGREE ANY ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE

The Town Clerk presented the report by the Amenities and Projects Officer on the work of the Amenities Team for the summer period 2016. Members expressed their thanks to the Amenities and Projects Officer for his comprehensive report.

A.3722.2 RESOLVED: **that the summer programme of work for the Amenities Team be received, with thanks.**

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers.

On a vote being taken, this matter was approved by a majority.

A.3723 TO RECEIVE THE FLORAL DISPLAY REPORT FOR 2016 AND RESULTS OF THE PARTICIPANTS' FEEDBACK QUESTIONNAIRE, AGREE ANY ACTION AND AUTHORISE EXPENDITURE, IF APPROPRIATE

The Town Clerk presented the report on the floral display for 2016, which included comments by the contractors (Truro City Council) on the points raised. Members then discussed the points raised and made various recommendations.

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- A.3723.2 RESOLVED:** **that (a) the report be accepted and (b) authority be given to the introduction of a rolling replacement of wicks for the floral units, to be funded from the Environment Budget.**

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken, the matter was approved unanimously.

- A.3723.3 RESOLVED:** **that the Amenities and Projects Officer investigates the costs of purchasing additional metre square planters for next year.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

- A.3723.4 RESOLVED:** **that the Amenities and Projects Officer investigates the possibility of retaining the metre square planters and that they be planted with a winter display for 2017**

Proposed by Councillor Ms Merrick
Seconded by Councillor Ms Fox

On a vote being taken, this matter was approved unanimously.

- A.3724 TO CONSIDER ALGAE TREATMENT FOR THE FOUNTAIN, COMMERCIAL SQUARE, CAMBORNE, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk reported that a quotation had been received from CORMAC Solutions for the treatment of the algae for the Fountain, Commercial Square, Camborne.

- A.3724.2 RESOLVED:** **that the quotation for the treatment of algae for the Fountain, Commercial Square, Camborne was received and the contract was awarded to CORMAC Solutions. The expenditure was authorised to be taken from Cost Code 66 (Small Works)**

Proposed by Councillor Ms Robinson
Seconded by Councillor T Dalley

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On a vote being taken, this matter approved unanimously.

A.3725 TO RECEIVE A VERBAL PROGRESS REPORT ON THE ARRANGEMENTS FOR THE 2016 CHRISTMAS LANTERN PARADE, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY.

The Town Clerk reported that the arrangements were well advanced: the St John's Ambulance had confirmed their attendance; the marshalls had been booked and meetings would be held with them to confirm their roles on the day; and applications had been made to Cornwall Council for the required road closures. To date, nine schools had confirmed their attendance although Kehelland School would not be taking part.

The Town Clerk also reported that an email had been received from George Le Hunt, requesting volunteers to act as marshalls for the "Christmas lights switch on ceremony", including a lantern parade. It was suggested that Mr Le Hunt should be contacted so as to obtain further details of his proposals.

A.3725.2 RESOLVED: that Councillor Collins contacts Mr Le Hunt so as to obtain further details of his proposals, and a report be submitted to Full Council.

Proposed by Councillor Odgers
Seconded by Councillor Collins

On a vote being taken, the matter was approved unanimously.

A.3726 TO AGREE ARRANGEMENTS FOR THE DELIVERY OF ADVISORY LETTERS TO RESIDENTS AND BUSINESSES ON THE LANTERN PARADE ROUTE

The Town Clerk reported that the Amenities and Projects Officer would be liaising with Councillors in order to agree arrangements for the delivery of advisory letters to residents and businesses on the Lantern Parade route.

A.3726.2 RESOLVED: that the Amenities and Projects Officer liaises with Councillors Champion, Collins, Mrs Dalley, Ms Fox, Ms Merrick, Robinson and Winter for the delivery of advisory letters to businesses on the Lantern Parade route.

Proposed by Councillor Robinson
Seconded by Councillor Collins

On a vote being taken, the matter was approved unanimously.

A.3727 TO RECEIVE THE QUARTERLY MONITORING REPORT FOR THE REST ROOM SCHEME, AGREE ANY ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE

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The Town Clerk presented a report on the visits made to seven premises, which were currently members of Camborne Community Toilet Scheme, to gather feedback on the impact of the Scheme and to pursue any requests made by the respective owners/ managers.

During the discussion, the Town Clerk advised that it was apparent that incidents of anti-social behaviour were occurring irrespective of whether or not the business was participants in the Scheme.

- A3727.2. RESOLVED:** **that a meeting of participants, elected representatives of the Town Council (i.e. the Chairman and Vice- Chairman of this Committee), local law enforcement and organisations involved in the support of local community groups to discuss the way forward to improve the Scheme for participants and clients alike.**

Proposed by Councillor Odgers
Seconded by Councillor Champion

[Councillor Godolphin abstained from voting on this decision as he would be representing one of the participants].

A.3728 TO CONSIDER PROMOTION OF REST ROOM SCHEME, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Councillor Ms Merrick referred to her email, copies of which had been circulated to the Committee, in which she asked: "How the Town Council might better promote our Community Toilet Scheme, to visitors and residents. For example, via the development of a mobile phone application".

Members then discussed the various relevant issues, including the potential costs and benefits of using an existing website and/or developing an app, the need to liaise with other Councils who may be considering or have taken a similar approach, and to ensure that any agreed promotion could be undertaken at minimal or no cost.

- A.3728.2 RESOLVED:** **that (a) the Amenities Officer be authorised to investigate the potential costs benefits of developing a mobile phone app for the rest room community toilet scheme and to approach other Councils who also provide community toilet schemes to explore the possibility of a partnership scheme; and (b) a report be submitted to this Committee.**

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Proposed by Councillor Ms Merrick
Seconded by Councillor Odgers

On a vote being taken, the matter was approved by a majority.

- A.3728.3 RESOLVED: that (a) the Amenities and Projects Officer investigates other websites that provide information regarding toilets and ensures that details of Camborne Town Council's scheme is added to them, if appropriate; and (b) the Amenities and Projects Officer liaises with other local authorities in respect of the possibility of taking the same approach via CALC, subject to such action being cost free.**

Proposed by Councillor Winter
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved by majority.

- A.3729 TO CONSIDER A REQUEST FROM CAMBORNE PARISH CHURCH TO BORROW SOME OF THE CHRISTMAS LIGHTS AND APPROVE ACTION ACCORDINGLY**

The Town Clerk referred to the correspondence and legal advice obtained regarding the loan agreement and disclaimer, as drafted by the Amenities and Projects Officer, in response to a request from members of Camborne Parish Church to borrow some of the Christmas lights for a display.

Members also discussed arrangements for the members of the Parish Church undertaking any necessary PAT testing and repairs.

- A3729.2 RESOLVED: that (a) subject to the loan agreement and disclaimer as amended by legal advice, approval be given to members of Camborne Parish Church to borrow some of the Town Council's Christmas lights; and (b) Camborne Parish Church be thanked for their interest.**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

- A.3729.3 RESOLVED: that the Town Council grants permission to members of Camborne Parish Church to use Camborne Town**

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Council's workshop/store to undertake any repairs and PAT testing of the Christmas lights between 9am-4pm on weekdays, subject to a member of Council staff or Councillor being present.

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

A.3730 TO CONSIDER A REQUEST FROM A MR H PIPA TO USE THE RED TELEPHONE KIOSK IN PENPONDS AS A SMALL COMMUNITY LIBRARY AND APPROVE ACTION ACCORDINGLY

The Town Clerk presented the request by a Mr H Pipa to use the red telephone kiosk in Penponds as a small community library. This request did not include any application for funding from the Town Council; however, it was suggested that the applicants could apply to the local Cornwall Councillor for funding from the Community Chest Budget.

A.3730.2 RESOLVED: the request by a Mr H Pipa to use the red telephone kiosk in Penponds as a small community library be approved.

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken, this matter was agreed by a majority.

A.3731 TO CONSIDER A REQUEST FROM MR M THOMAS REGARDING A PROJECT FOR GROWING HERBS FOR LOCALS TO USE, APPROVE ACTION AND AUTHORISE ANY EXPENDITURE IF APPROPRIATE

The Town Clerk reported that a request had been received from Mr R M Thomas regarding a project for growing herbs for locals to use. She suggested that the most appropriate response would be to invite Mr Thomas to make an application for grant funding from the Environmental Grants budget. To date during the current financial year, there had been no other applications for such funding.

A 3731.2 RESOLVED: that Mr M Thomas be sent a copy of the policy and application form and that he be advised that the application should be made by a properly constituted group and that a breakdown of costs should be included with the application.

Proposed by Councillor Godolphin
Seconded by Councillor Ms Merrick

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On a vote being taken, the matter was approved unanimously.

A.3732 TO NOTE CORRESPONDENCE REGARDING NALC STAR COUNCILS AWARDS 2016

A.3732.2 RESOLVED: that the correspondence regarding the NALC Star Councils Awards, as circulated, be noted.

Proposed by Councillor Odgers
Seconded by Councillor Ms Fox.

On a vote being taken, the matter was approved unanimously.

A.3733 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

A.3733.2 RESOLVED: that the press and public be excluded in accordance with Standing Order 90, 'That in view of the confidential nature of the business about to be transacted, it is in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'.

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

Having declared an interest in Agenda No. 22, Councillor Ms Merrick left the room.

A.3734 TO RECEIVE AND CONSIDER QUOTATIONS FOR THE PROVISION (INCLUDING ERECTION AND DISMANTLING) OF THE FLORAL DISPLAY 2017, AWARD THE CONTRACT AND AUTHORISE EXPENDITURE ACCORDINGLY

A.3734.2 RESOLVED: that quotations for the provision (including erection and display) of the floral display 2017, were received; the contract was awarded to K.C. Warne Services Ltd. The expenditure was authorised to be taken from the Environment budget (Cost Code 67)

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

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On a vote being taken, the matter was approved by a majority.

Councillor Ms Merrick re-entered the meeting.

A previous motion proposed by Councillor Godolphin to award the contract to Truro City Council FELL.

A.3735 TO CONSIDER QUOTATIONS FOR THE PROVISION OF A STAGE FOR THE CHRISTMAS LANTERN PARADE ENTERTAINMENT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

A3735.2 RESOLVED: that the quotations for the provision of a stage for the Christmas Lantern Parade Entertainment were received; the contract was awarded to Event Services Ltd for a stage with roof. The expenditure was authorised as £500 to be taken from the St Piran's Day budget (Cost Code 69) with the balance to be taken from the Christmas in Camborne budget (Cost Code 68)

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs V Dalley

On a vote being taken, the matter was approved by a majority.

There being no further business the Chairman closed the meeting at 8.11pm.

SIGNED BY THE CHAIRMAN.....

DATE