

**MINUTES OF THE ADJOURNED ANNUAL MEETING OF  
HELSTON TOWN COUNCIL, HELD IN THE GUILDHALL, HELSTON  
ON THURSDAY 20<sup>TH</sup> MAY 2010 AT 7.15 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:** Mr C Dawson (Town Clerk)  
Miss P J Lavelle (Assistant to the Town Clerk)  
Mr C Bowcutt (Town Warden)

**5. Presentation of Youth Forum/ Action Group**

The Mayor welcomed Ms K Butler, Youth & Community Lead, and Mr M Brown, Deputy Member of Youth Parliament for West Cornwall. Ms Butler then gave a detailed presentation explaining the four strands of youth support that she assisted with as the Youth & Community Lead for the area being:

- Positive activities to provide young people with something to do and somewhere to go;
- Information guidance so young people could access youth workers and information to assist on issues they were affected by;
- Targeted youth support with one worker in the locality who worked on referrals with young people who were experiencing difficulties; and
- Involvement and role of young people as it was important that young people had a voice.

Mr Brown outlined his role as a Deputy Member of the Youth Parliament advising that it was his duty to represent the views of young people throughout the area. Mr Brown explained that the Youth Forum was a group of young people who volunteered their time to come together and resolve issues that affected them and which were fed back to them from organisations such as school councils. Ms Butler then advised that there were two youth forums in the area but they needed to attract more young people.

Ms Butler suggested a meeting between a representative of the Town Council and Mr M Brown and Mr P Howarth, the Youth Worker at Helston Youth Centre. Ms Butler and Mr Brown then responded to Members' questions explaining the organisation of a Youth Forum and how young people could participate. The Mayor thanked Ms Butler and Mr Brown for their presentation and it was agreed that an item be included on the Agenda for the following Full Council meeting to discuss the information received.

**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.

Councillor D.C. Swift advised of the continuing problems with delivery vehicles obstructing the pavement and road whilst waiting to deliver at a local supermarket in the early hours of the morning. WPC Butcher confirmed that she would investigate the matter.

Councillor Devenish enquired if problems with the temporary traffic lights at the junction of Water-Ma-Trout were under the remit of the Police. WPC Butcher advised that it would be a Highways issue.

**7. Minutes**

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

RESOLVED – that the Minutes of the Town Council meeting held on the 15<sup>th</sup> April 2010 be approved and signed as a true record.

**Councillor Pryor abstained as he had not been present.**

**8. Minutes of the Planning Committee**

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

RESOLVED – that the Minutes of the Planning Committee meetings held on the 15<sup>th</sup> April and 6<sup>th</sup> May 2010, be received.

**9. Minutes of the Policy, Finance & Resources Committee**

Following a detailed debate it was proposed by Councillor Devenish, seconded by Councillor Mrs Swift, and

RESOLVED – that

- a) the Minutes of the Policy, Finance & Resources Committee meeting held on the 5<sup>th</sup> May 2010 and the Special Policy, Finance & Resources Committee meeting held on the 22<sup>nd</sup> April 2010, be received and the recommendations accepted with the exception of (b) below; and
- b) the Recommendation contained in Minute No. 580/2009 be referred to Full Council.

**10. Minutes of the Harvest Fair Committee**

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

RESOLVED – that the Minutes of the Harvest Fair Committee meeting held on the 6<sup>th</sup> May 2010, be received.

**11. Announcements**

The Town Clerk advised that the Cornwall Association of Local Councils had conditionally reaccredited the Council Quality Status subject to an unqualified opinion from the external auditor on the 2009/10 Annual Return.

The Mayor advised Members that he had been contacted by his Chaplain and asked if the Town Council would provide a letter of support for the replacement of the church roof. On the proposition of Councillor Mrs Swift, seconded by Councillor Reynolds, it was

RESOLVED – that the Town Council would provide a letter of support for the replacement of the church roof.

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

### a) Local Cornwall Councillors

The Mayor advised that an apology for non attendance had been received from Councillor Robertson and confirmed that a copy of his report had been circulated in Members' folders.

Councillor Mrs Haycock congratulated the Mayor on his election and gave a report during which she made particular mention to weed spraying in the town and greenery growing over in Station Road, the compromise with Kennels partially flowing on Flora Day, a meeting regarding the proposed bus shelter in Coinagehall Street and a scheme to encourage walking to school at Parc Eglos School.

The Town Clerk queried how the weeds in the Kennels were going to be dealt with as they could not be sprayed with the water flowing. Councillor Mrs Haycock advised that she would investigate the issue.

Councillor Mrs Matthew advised that she had observed the weed spraying being carried out and it had not been very effective.

Councillor Devenish expressed concern regarding the problems caused by the temporary traffic lights at the junction to Water-ma-Trout as they had did not incorporate Church Hill, and asked if the Cornwall Councillors present could resolve the issue despite it not being in their Wards.

Councillor Wallis gave a detailed report during which he made particular mention to the formation of the residents association at Bulwark Road and gave viewing figures for the Cornwall Council meeting webcast. Councillors offered their congratulations on the quality of the webcast.

### b) Community Network Manager

The Mayor advised that an apology for non attendance had been received from Mrs C Chadwick and confirmed that a copy of her report had been circulated in Members' folders.

## **13. Town Council Website**

Councillor J.P. Radford-Gaby advised that he had not had sufficient time to research the subject. On the proposition of Councillor J.P. Radford-Gaby, seconded by Councillor Thomas, it was

RESOLVED – that this item be withdrawn.

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

### **(1) Annual Audit of Accounts for 2009/10**

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. The Town Clerk clarified the valuation of the buildings in the Asset Register and advised that he had received a £65 refund for the reduction of the Fidelity Guarantee. Councillor Mrs Swift drew Members' attention to the comment by the Internal Auditor that the General Fund was slightly below the recommended minimum level and urged Members to be cautious with spending.

It was thereupon proposed by Councillor Devenish, seconded by Councillor D.C. Swift, and unanimously

RESOLVED – that:

(i) The Statement of Accounts for the financial year ended 31<sup>st</sup> March 2010 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) Paintings Valuations**

This item was noted.

### **(3) Planning Training**

The Town Clerk asked Members who wished to attend the training to notify him.

### **(4) King John's Wood 10<sup>th</sup> Anniversary**

Following a detailed debate it was proposed by Councillor Reynolds, seconded by Councillor Thomas, and

RESOLVED – that the Town Clerk contact the Tree Warden to confirm if he wished to organise a 10<sup>th</sup> Anniversary event and obtain the grant if the Tree Warden was interested.

### **(5) Helston Conservation Area Appraisal**

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

RESOLVED – that the Town Council accepted Mr A Richards' offer to attend a dedicated meeting to discuss the Helston Conservation Area Appraisal.

### **(6) Phoenix Mentoring Project Presentation**

This item was noted.

**(7) Cornwall Fire & Rescue Service**

This item was noted.

**15. Report of the Town Warden**

It was proposed by Councillor Mrs Matthew, seconded by Councillor Mrs Radford-Gaby, and

RESOLVED – that the Town Warden be authorised to attend the Regional Warden Network meeting on Friday 2<sup>nd</sup> July with a maximum travel cost of £45.00

**16. Schedule of Accounts for Payment**

On the proposition of Councillor J.P. Radford-Gaby, seconded by Councillor D.C. Swift, it was

RESOLVED – that Account Nos. 32-70 inclusive as listed and set out as an Appendix to these Minutes, be certified for payment in the total sum of £17,027.89.

(Councillors Williams and Mrs Boase declared an interest in Account Nos. 70 and 54 respectively.)

It was agreed that the cheques would be signed by Councillor Williams and Councillor Mrs Swift.

**17. Dates and Times of Meetings**

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

RESOLVED – that the Calendar of Meetings 2010/11 be accepted.

**18. Trevenen Exhibition**

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

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

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

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

**a) Amenities Committee**

Councillors Williams, Mrs Swift, Devenish, Mrs Boase, Pryor and Mrs Radford-Gaby

**b) Harvest Fair Committee**

The Mayor (Councillor R.J.L. Boase) and Councillors Mrs Matthew, Mrs Boase, Thomas, J.P. Radford-Gaby and Mrs Radford-Gaby

- c) **Planning Committee**  
Councillors R.J.L. Boase (Town Mayor), Devenish, Reynolds, Mrs Matthew, Thomas and J.P. Radford-Gaby
- d) **Play Committee**  
Councillors R.J.L. Boase (Town Mayor), Devenish, Mrs Matthew, Thomas, J.P. Radford-Gaby and Mrs Radford-Gaby
- e) **Policy, Finance and Resources Committee**  
The Mayor (Councillor R.J.L. Boase) and Councillors Mrs Swift, Devenish, Reynolds, Mrs Matthew and Thomas
- f) **Grants Working Party**  
Councillors R.J.L. Boase (Town Mayor), Mrs Matthew, J.P. Radford-Gaby and Mrs Radford-Gaby
- g) **Keep Helston Tidy Working Party**  
The Mayor (Councillor R.J.L. Boase) and Councillors D.C. Swift, Mrs Boase and Pryor
- h) **Bulwark Working Party**  
Councillor Mrs Boase
- i) **General Meetings & Executive Committee of the Cornwall Association of Local Councils**  
Councillor Mrs Swift (Deputy – Councillor Pryor)
- j) **Helston Community College**  
Councillor Reynolds
- k) **Helston and The Lizard Community Network Panel**  
Councillor Devenish (Deputy – Councillor Mrs Swift)
- l) **Helston and Kerrier Youth Club Management Committee**  
Deferred pending a new constitution
- m) **Helston & Lizard Health Board**  
Councillor Mrs Matthew (Deputy – Councillor Mrs Radford-Gaby)
- n) **Helston Street Festival**  
Councillor Mrs Boase (Deputy – Councillor Mrs Matthew)
- o) **Helston Welfare Trust: Nominated Trustees**  
Councillor Williams (appointed until 5<sup>th</sup> December 2013)  
Councillor Mrs Swift (appointed until 21<sup>st</sup> May 2013)  
Councillor Devenish (appointed until 21<sup>st</sup> May 2014)
- p) **Local Council Planning Forum**  
Councillor Reynolds
- q) **Loe Pool Management Forum**  
Councillor Williams
- r) **Mayor's Parlour Campaign Group**  
Councillor Mrs Swift

- s) **Nansloe School Governors**  
Councillor Mrs Matthew – appointed until 2<sup>nd</sup> December 2013
- t) **Partners and Communities Together (P.A.C.T.)**  
Councillor Devenish
- u) **South Kerrier Alliance**  
Councillor Mrs Boase
- v) **Victim Support West Cornwall Advisory Group**  
Councillor Reynolds
- w) **West Cornwall CCTV Group**  
Councillor D.C. Swift (Deputy – Councillor Thomas)
- x) **West Cornwall Healthwatch Committee**  
Councillor Mrs Swift

**20. Schedule of Annual Policy and Procedure Reviews**

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

RESOLVED – that the Schedule of Annual Policy and Procedure Reviews be accepted.

**21. Appointment of Internal Auditor and Internal Audit Checkers**

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

RESOLVED – that:

- a) Mr B E White be re-appointed as the Town Council’s official Internal Auditor for the financial year 2010/11;
- b) Councillors Mrs Swift, Reynolds, Mrs Matthew and Thomas be appointed Internal Audit Checkers to undertake additional internal auditing as required by legislation; and
- c) the Mayor and Councillor Devenish be appointed to carry out the Review of Internal Controls.

**22. Attendance at Meetings**

Councillor Mrs Matthew had attended a Nansloe Governors Meeting.

Councillor Mrs Swift had attended a Larger Local Councils Liaison Group meeting and a meeting to discuss the Coinagehall Street Bus Shelter. Councillor Mrs Swift had also attended the Helston and Lizard Community Network Panel Meeting together with Councillor Devenish and the Town Clerk.

**23. Items for the next Agenda**

The Mayor requested that Members contact the Town Clerk’s office to place items on the following Full Council Agenda.

**24. Exclusion of the Press and Public**

On the proposition of Councillor Pryor, seconded by Councillor Thomas, 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 item of business by reason of the confidential nature of the business to be transacted.

**25. Helston Community Centre**

Members considered the joint valuation of 3 Penrose Road and correspondence from the Helston & District Community Association's Solicitor. Councillor Reynolds then updated Members on the advice given by the Town Council's Solicitor. Following the discussion, this item was noted.

**Meeting closed at 9.17pm**

**Confirmed**

**Town Mayor**