

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 31 July 2018 at 7.30 pm in the Council Offices, Station House, Station Road, Padstow

Present: R Higman (Chairman), C Watson-Smyth (Vice-Chairman), F J Bealing, R Buscombe, R Clark, K Freeman, A Rickard, H M Saunders, Mrs A E Symons and D N Vivian

In Attendance: Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Support Officer and Minute Taker)

2018/51 To receive apologies for absence and announcements:

Apologies were received from Councillor Mrs T Walter

2018/52 Declarations of Interest:

- Councillor K Freeman declared an interest in Agenda Item 9 b) i): Request from Padstow Sailing Club;
- Councillor C Watson-Smyth declared an interest in Agenda Item 20: Lease/Tenant Issues Update.

2018/53 Dispensations: There were no dispensations.

2018/54 Public Participation:

i) With permission from the Chairman, Cornwall Councillor Buscombe noted that he would provide his update under Agenda Item 19.

ii) Police Report: The police report for the period 23/06/2018 – 26/07/2018 was noted for information. It detailed that there had been 49 reported logged incidents and 15 crimes. Comment was made that police reports of late lacked content. It was **RESOLVED** that a request for more detailed updates be sent to the new Police Sergeant.

2018/55 Minutes Tuesday 26 June 2018: RESOLVED that the minutes of the meeting held on Tuesday 26 June 2018 were a true record of the meeting and they were signed by the Chair.

2018/56 Clerk's Report/Work Programme: The agenda report was noted for information. Further to the agenda report it was noted that information regarding the Trevone flag pole was expected shortly and an update had been received that the new Civic Chains would be delivered on Wednesday 1 August.

Members considered the update regarding the Season Ticket Policy review. It was **RESOLVED** to place the review of the Season Ticket Policy on the agenda of the next Highways, Roads and Transport Committee meeting.

It was noted that the date for the next visit to the Railway Car Park from Council's Health and Safety Advisor had yet to be booked but that this should be during the August summer holidays.

2018/57 Committees/Working Group Meetings:

- a) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the Leisure, Tourism and Open Spaces Committee meeting held on 10 July 2018.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on Tuesday 10 July 2018.
- c) **RESOLVED** to adopt the notes and approve the recommendations (if any) of the Neighbourhood Development Steering Group meeting held on 25 July 2018.

2018/58 Finance: Monthly Accounts and Payments July 2018

- a) The monthly finance report was received and noted for information. It was noted by a member that the costs incurred for the use of the RingGo service looked to be higher than the income received. The Responsible Financial Officer (RFO) clarified that the fee for RingGo was 5.8% of the income generated through the service. User fees owed to RingGo by members of the public were paid during the one parking payment. These fees were reimbursed to RingGo and as such the RFO was required to list them in both the income and expenditure. It was considered beneficial that a more detailed breakdown of car park figures, including RingGo, be taken to the next meeting of the Highways, Roads and Transport Committee.
- b) **RESOLVED** to i) ratify accounts paid for July (a) of £6,577.90 and standing orders/direct debits paid of £11,209.78; ii) approve July (b) accounts outstanding for payment of £4,023.41 and ratify direct debits paid of £121.35; and iii) approve the addendum to accounts outstanding for payment of £7,924.29 and cheques written/direct debits paid since last statement of £50.20 having been tabled and read.
- c) Victoria Shelter Quotations: **RESOLVED** to delegate the appointment of the preferred contractor to the Town Clerk, in consultation with the Leisure, Tourism and Open Spaces Committee Chairman and the Finance and General Purposes Committee Chairman.
- d) Car park takings were noted.
- e) Bank Reconciliation availability was noted.

2018/59 Correspondence:

- a) Correspondence for information, being the Sea Cadets July newsletter, was noted. A member provided a further update regarding the Sea Cadets advising that the group now had 26 members. It was noted that the unit had recently made a promotional video with Plastic Free Padstow. This had been adopted by the Sea Cadet Core and was being used to promote awareness of the issue amongst other units.
- b) (i) Request from Padstow Sailing Club: Councillor K Freeman left the meeting.

RESOLVED to approve the request from Padstow Sailing Club to erect a marquee on 25 August from 6 pm to 11 pm on the gravel area next the Club House, provided the relevant risk assessments and public liability insurances are received and Council's insurers are satisfied.

Councillor K Freeman returned to the meeting.

(ii) Request from Cornwall Air Ambulance: Council gave consideration to a request from Cornwall Air Ambulance and **RESOLVED** to approve their request for use of the bandstand on 3 August for the purpose of fundraising, details as outlined in their request, provided the relevant risk assessments and public liability insurances are received and Council's insurers are satisfied.

2018/60 Railway Toilets: Members gave consideration to the agenda report and quotations for a) doors and Altro-Flooring and b) doors and tiled flooring and skirting. One member considered that having already spent a significant amount on the new toilet block, it was important to ensure the correct finish. It was generally felt that the current flooring was not fit for purpose and as such the most robust option should be progressed. It was noted that the works would be in part funded by the retention fee and any shortfall could be funded via the Capital/Projects budget.

Question was raised as to whether in future small contracts should be set with a 5% retention fee. Another member stated that the decision to replace rather than repair the flooring material was not the fault of the contractor to whom the retention fee was due.

RESOLVED to instruct Collard Construction as per their quote of £14,735.6 (plus VAT to i) replace the aluminium doors of the Railway Toilets; ii) replace the Altro-Flooring in the Ladies and Gents toilets with tiled flooring and skirting; and iii) that any shortfall be funded from the Capital/Project budget.

2018/61 Data Protection and Insurance: The agenda report was noted for information. The Responsible Financial Officer updated that Microtest had now created the Councillor Email boxes but that user guides including information for the Office regarding the SharePoint feature were still awaited.

2018/62 Padstow Carnival – Use of Railway Car Park: Consideration was given to the agenda report which detailed the proposed arrangements for the 2018 Padstow Carnival following a meeting between the carnival organisers, the Chairman of the Council, Chairman of Highways, Roads and Transport Committee and the Town Clerk. It was noted that Council's Health and Safety Advisor and Insurers had no issue with the proposed arrangements.

RESOLVED to approve the proposed arrangements for the 2018 Padstow Carnival as outlined in the agenda report and to ratify the decision of the Chairman of the Council and the Chairman of the Highways, Roads and Transport Committee in consultation with the Town Clerk to allow the Carnival use of the Triangle Area in the Railway Car Park for floats and other vehicles in the procession for reasons of health and safety.

2018/63 Camel Community Alliance: The Chairman updated that he attended an initial meeting of a proposed Camel Community

Alliance Group. Proposed members were Bodmin Town Council, Wadebridge Town Council and Padstow Town Council for the purpose of working together on shared matters of interest. It was thought that a combined approach on community issues could be beneficial when liaising with Cornwall Council.

The Chairman considered that it would be a good idea to attend the next meeting in August to see how the group progressed but suggested that he be accompanied by the Vice-Chairman or another Councillor.

RESOLVED that the Chairman of the Council and Councillor A Rickard attend the next meeting of the Camel Community Alliance Group.

- 2018/64 Reports from Members/Outside Organisations:** The Chairman updated that he had attended the Bodmin Hospital Fete and the Camel Community Alliance Group meeting during the last month.
- 2018/65 Meeting Dates:** Date of next meeting Tuesday 25 September 2018 at 7.30 pm and future meetings were noted.
- 2018/66 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2018/67 Confidential Minutes Tuesday 26 June 2018: RESOLVED** that the confidential minutes of the Full Council meeting held on Tuesday 26 June 2018, were a true record of the meeting and they were signed by the chair.
- 2018/68 IT Systems and Security Health Check:** See confidential minutes.
- 2018/69 Padstow Core Building:** See confidential minutes.
- 2018/70 Lease/Tenant Issues Update:** See confidential minutes.

Meeting closed at 8.25 pm