



HELSTON TOWN COUNCIL

Konsel an Dre Hellys

THE GUILDHALL • HELSTON • CORNWALL • TR13 8ST

Email: townclerk@helston-tc.gov.uk Website: www.helston-tc.gov.uk

Tel: (01326) 572063

Pamela Lavelle Town Clerk



1

13th March 2025

To: The Mayor and Members of the Town Council

Dear Councillor

You are summoned to attend a Meeting of Helston Town Council to be held at the Guildhall, Helston on **THURSDAY 20TH MARCH 2025 at 7.00 p.m.** for the purpose of transacting the undermentioned business.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated.

Yours sincerely,

Pamela Lavelle
Town Clerk

AGENDA

1. Prayers
2. Apologies for absence.
3. Declarations of Interests and Dispensations
 - (a) Members to declare interests in respect of any item on this Agenda.
 - (b) To consider written requests from Members for dispensations.
4. To receive reports from, and to put questions to:-
 - (a) Cornwall Councillor Guy Foreman
 - (b) Cornwall Councillor Michael Thomas
5. At this juncture the Meeting will adjourn for a period of up to fifteen minutes to permit members of the public present to put questions to Members or to make observations.
6. To approve the Minutes of the Town Council Meeting held on 20th February 2025 and the Minutes of the Special Town Council Meeting held on 27th February 2025 (**Page 3 and Page 9**).
7. Matters Arising from the 20th February and 27th February 2025 meetings (for information exchange only).

PTO

8. To receive the Minutes of the Planning & Licensing Committee Meetings held on 6th March 2025 (**Page 11**).
9. To receive announcements and communications from the Mayor and Town Clerk.
10. To answer questions received from Members pursuant to Standing Order 8.1.
11. Nomination of Deputy Mayor-elect for the civic year 2025/26.
12. To consider the Report of the Projects Officer (**Page 15**).
13. To consider a Report of the Town Clerk regarding Council meeting structure (**Page 17**).
14. To consider the Report of the Town Clerk (**Page 27**).
15. To authorise the payment of Accounts (**Page 35**).
16. To receive written reports from, and to put questions to, Councillors who have attended meetings as representatives of Helston Town Council, since the last Meeting.
17. Exclusion of the Press and Public
 If there are any the Council is invited to pass the following resolution:-
 That pursuant to the provisions 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.

MINUTES OF A MEETING OF HELSTON TOWN COUNCIL
HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 20TH FEBRUARY 2025 AT 7.00 PM

Councillors: M J Kenchington (Town Mayor) in the Chair

R Williams
 R J L Boase
 Mrs F N E Boase
 M H Thomas

J Martin
 M Benyon
 P M Webb
 D Willey

M P Andrew
 P E Williams
 S Greet
 M Riley

Officers: Miss P J Lavelle (Town Clerk)
 Miss A Retallack (Deputy Town Clerk)
 Mr R James (Projects Officer)

273. Prayers

The meeting opened with prayers offered by Councillor Andrew.

274. Apologies

An apology for non-attendance was submitted by Councillor T Grattan-Kane.

275. Cornwall Councillors' Reports

Cornwall Councillor Thomas gave a report during which he made particular mention to:

- Cornwall Council's Business Plan for 2025 – 2030 and next year's budget with a proposed £49 million in cuts;
- The Forest for Cornwall event on 18th February;
- Coastline Housing and the resident's response to correspondence regarding the fencing at Trengrouse Way; and
- An Openreach proposal to install telegraph poles on Osborne Parc and resident concerns as to the necessity.

Cornwall Councillor Foreman gave a report during which he made particular mention to:

- Cornwall Council's budget being given consideration on the 25th February;
- The 20-mph consultation for Helston and the need for people to respond to the consultation through proper channels, not just on Facebook;
- Improved recycling rates since the introduction of the new collections.

276. Public Participation

A member of the public commented on recycling bags and bins being left on Church Street and their displeasure at the lack of action that has resulted from their reports to Cornwall Council (not including Cornwall Councillor Thomas).

277. Minutes

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

RESOLVED – that the Minutes of the Town Council meeting held on 16th January 2025 be approved and signed as a true record.

Voting: For – 12, Against – 0, Abstain – 1

278. Minutes of the Planning and Licensing Committee

On the proposition of Councillor Thomas, seconded by Councillor Martin, it was unanimously

RESOLVED – that the Minutes of the Planning and Licensing Committee meetings held on 9th January 2025 and 6th February 2025 be received.

279. Minutes of the Finance and General Purposes Committee

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

RESOLVED – that the Minutes of the Finance and General Purposes Committee meeting held on 23rd January 2025 be received.

Voting: For – 12, Against – 0, Abstain – 1

280. Announcements

The Town Clerk informed Members that there would be a second Meet a Town Councillor event for members of the public to find out about being a Town Councillor.

The Town Clerk further informed members that confirmation had been received from St Michaels Parochial Parish Council confirming that they would take over responsibility for and organisation of Beating the Boundaries.

281. Carbon Emissions Balancing

On the proposition of Councillor Benyon, seconded by Councillor R J L Boase, it was unanimously

RESOLVED – that:

a) the Town Council balance a portion of its over budget emissions (totalling 70 tCO₂e) by supporting the following Helston Gateway projects:

Project 1: Thermal Massing Project — £10,000

Project 3: Electric Vehicle charging points — £4,000

subject to a stipulation that both projects benefit the local community, by contributing to the heating of the community space in Helston Gateway, and providing the EV charging to a community charging scheme; and

b) further recommendations on Project 2 and other balancing options be deferred until after the election in the new civic year once further information is available.

Councillor Benyon left the meeting at 7.42 pm.

282. Report of the Projects Officer

Members considered the Report by the Projects Officer (circulated prior to the meeting).

283. Report of the Town Clerk

(1) Grants

(a) Determination of whether a grant would be awarded

It was agreed to award a grant to each of the following organisations:

- i) 3 (Helston) Sqn Air Training Corps
- ii) HCAG – Community Larder Project
- iii) Kerrier Male Voice Choir
- iv) Precious Plastic Kernow CIC
- v) The Sparkle Foundation UK

It was agreed to not award a grant to Helston Sandokai Karate and Roll the Dice CIC.

(b) Determination of amount of grant funding awarded

It was proposed by the Mayor, seconded by Councillor Willey, and unanimously

RESOLVED – that under the General Power of Competence the following grants be awarded:

1. The sum of £500 to 3 (Helston) Sqn Air Training Corps towards replacing Laptops.
2. The sum of £1,530 to HCAG towards the Community Larder Project.
3. The sum of £1,279.76 to Kerrier Male Choir towards a replacement keyboard.
4. The sum of £500 to Precious Plastic Kernow CIC towards purchase of a ruler mould.
5. The sum of £2000 to The Sparkle Foundation UK towards provision of mental health groups.

(2) May Planning Committee Meeting

On the proposition of Councillor Martin, seconded by Councillor Willey, it was unanimously

RESOLVED – that the Planning and Licensing Meeting for 1st May 2025 be moved to 24th April 2025.

(3) Working Party Membership

This item was noted.

(4) Fly the Ukrainian Flag

On the proposition of Councillor R J L Boase, seconded by the Mayor, it was unanimously

RESOLVED – that the Town Council purchase a 6 x 4 sewn Ukrainian Flag and it be flown from the Guildhall.

Voting: For – 11, Against – 1, Abstain – 0

Councillor Riley stated that she supported the flying of the Ukrainian flag but was of the opinion that a different style of flag should be purchased.

(5) 20 mph Speed Limit Consultation

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

RESOLVED – that the Town Clerk respond to the consultation supporting the proposals but strongly encouraging Cornwall Council to include Trengrouse Way and Meneage Street up to the roundabout by Spar in the 20mph zone.

Voting: For – 11, Against – 1, Abstain – 0

Councillor R Williams requested that his vote against the Motion be recorded.

(6) Standing Orders

On the proposition of the Mayor, seconded by Councillor Andrew, it was unanimously

RESOLVED – that the revised Standing Orders be adopted.

(7) Litter Bins at Roundhouse Way

On the proposition of Councillor Greet, seconded by Councillor R J L Boase, it was unanimously

RESOLVED – that the Town Clerk request that Coastline Housing provide a bin on their green space at Roundhouse Way and that the matter be brought back to Full Council in March.

(8) Salt Bins

On the proposition of the Mayor, seconded by Councillor R J L Boase, it was

RESOLVED – that the Town Clerk respond to Cornwall Council as the Highways Authority to advise that they retain the responsibility for road safety.

Voting: For – 11, Against – 1, Abstain – 0

Councillor R Williams requested that his vote against the resolution be recorded.

(9) Town Plaques

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

RESOLVED – that the Council purchase 10 plaques at a cost of £720 plus vat.

(10) Kennels and Leats

On the proposition of Councillor Martin, seconded by Councillor Thomas, it was unanimously

RESOLVED – that the Council endorse the Memorandum of Understanding for the Wendron Leats and Helston Kennels Stakeholder Group.

284. Payment of Accounts

On the proposition of Councillor R Williams, seconded by Councillor Mrs Boase, it was unanimously

RESOLVED – that Account Nos. 694 – 785 inclusive, as listed and set out as an Appendix to these Minutes, in the total sum of £76,525.42 be certified for payment.

285. Exclusion of the Press and Public

On the proposition of the Mayor, seconded by Councillor Andrew, it was unanimously

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.

286. Cultural Quarter Project

On the proposition of the Councillor Andrew, seconded by Councillor R J L Boase, it was unanimously

RESOLVED – that:

1. the advice and analysis from Stephens Scown be released to the Place Shaping Board;
2. Stephens Scown be instructed to contact Cornwall Council to establish ownership; and
3. other than determining number 2 above the Town Council withdraw from the project.

Meeting closed at 9:14 pm

Confirmed

Town Mayor

MINUTES OF A SPECIAL MEETING OF HELSTON TOWN COUNCIL
HELD IN THE GUILDHALL, HELSTON
ON THURSDAY 27TH FEBRUARY 2025 AT 7.00 PM

Councillors: M J Kenchington (Town Mayor) in the Chair

R Williams
R J L Boase
Mrs F N E Boase
M H Thomas

J Martin
P M Webb
D Willey
M P Andrew

S Greet
M Riley

Officers: Miss P J Lavelle (Town Clerk)

287. Apologies

Apologies for non-attendance were received from Councillors Grattan-Kane and Benyon.

288. Absent

Councillor P Williams was absent without apologies.

289. Nomination of Mayor-elect and Deputy Mayor-elect for the Civic Year 2025/26

The Mayor called for those Councillors who wished to be considered for either or both posts to state their candidature.

Councillor Mrs Boase advised that she wished to be considered for Mayor for the civic year 2025/26.

There were no candidates for Deputy Mayor for the civic year 2025/26.

It was proposed by Councillor R Williams, seconded by Councillor Andrew, that Councillor Mrs Boase be nominated as Town Mayor-elect for the civic year 2025/26.

Councillor Mrs Boase then gave a short presentations in support of her nomination.

Members voted on the nomination for Town Mayor, and it was

RESOLVED – that Councillor Mrs Boase be nominated as Town Mayor-elect for the civic year 2025/26.

Voting: For – 10, Against – 0, Abstain – 1

Meeting closed at 7.15pm

Confirmed

Town Mayor

DRAFT

MINUTES OF A MEETING OF THE PLANNING & LICENSING COMMITTEE
HELD AT THE GUILDHALL
ON THURSDAY 6TH MARCH 2025 AT 6.15 PM

Councillors: Councillor R J L Boase in the Chair

P M Webb
P E Williams

D Willey

M P Andrew

Officers: Miss A D Retallack (Deputy Town Clerk)

290. Absent without Apologies

Councillor Martin was absent without apologies.

291. Minutes

On the proposition of Councillor P E Williams, seconded by Councillor Willey, it was unanimously

RESOLVED – that the Minutes of the Meeting held on 8th February 2025 be approved and signed as a true record.

292. Planning Applications

Category I

Recommendation

a) *Application PA25/01007*

Approval

Application Type: Tree Preservation Order

Works to trees covered by a TPO

T1 – Elm pollard to approx. 3m from ground level

St Johns House, Old Hill, Helston

For D Waite

b) *Application PA24/09585*

Approval

Application Type: Listed Building Consent

Listed Building Consent for repair or replace existing shopfront,

installation of new advertising in line with application for

advertising consent submitted separately, partial removal of

rear roof and creation of new lightwell for external plant

Peacocks, 22 Coinagehall Street, Helston

For Nelson Land Limited

c) Application PA24/09590**Approval****Application Type: Full Application****Demolition of part of the rear roof to create
internal lightwell****Peacocks, 22 Coinagehall Street, Helston****For Nelson Land Limited**

The delegated decisions of the Chair and Vice-Chair were noted and it was accepted that the Cornwall Council Planning Officer be notified of the recommendations accordingly.

Category II**d) Application Number PA24/06188****Application Type: Full Application****Proposed Parking Space****Fernleigh, Godolphin Road, Helston****For Mr and Mrs Full**

Councillor R J L Boase gave a presentation.

It was proposed by Councillor R J L Boase, seconded by Councillor P E Williams, and unanimously

RESOLVED – that the Town Council recommended refusal of Application PA24/06188 due to:

- i) the proximity to the turn into Sanctuary Lane;
- ii) safety concerns due to being immediately adjacent to a pedestrian crossing, which was on a very busy pedestrian route to Helston Community College;
- iii) the close proximity to the roundabout at Turnpike;
- iv) there being no explanation of how it was proposed to bridge the listed kennel structure, including proposed splay, materials and dimensions; and
- v) the visual impact of the proposed changes upon the street scene in the conservation area especially as Fernleigh and the adjoining property were symmetrical.

e) Application Number PA24/06292**Application Type: Full Application****Proposed development of a 3 bedroom****Bungalow with off street parking for two cars****12 Coronation Place, Helston****For Mr O Chalcraft**

Councillor P E Williams gave a presentation with the aid of photographs.

After a debate, it was proposed by Councillor P E Williams, seconded by Councillor Andrew, and unanimously

RESOLVED – that the Town Council recommended approval of Application PA24/06292.

- f) Application Number PA25/00105**
Application Type: Full Application
Change of use of The Old Chapel to be used as a small Cultural and performance venue, including associated Internal and external works.
Old Chapel Helston Cemetery Meneage Road Helston
For Mr Guy Watson Trevow Helston CIC

Councillor Willey gave a presentation with the aid of photographs.

It was proposed by Councillor Willey, seconded by Councillor Andrew, and unanimously

RESOLVED – that the Town Council recommended approval of Application PA24/06292.

- g) Application Number PA25/01166**
Application Type: Permission in Principle
Application for Permission in Principle for demolition Of existing two dwellings, and construction of minimum 6 units Maximum 8 units.
Ty Gwyn Falmouth Road Helston
For Boss Property Group Ltd

Councillor Andrew gave a presentation.

It was proposed by Councillor Willey, seconded by Councillor Webb, and

RESOLVED – that the Town Council recommended refusal of Application PA25/01166 due to:

- i) concerns about the possibility of additional entrances on to Falmouth Road and the impact on that busy road; and
- ii) there being no information about the layout or size of the units.

Voting: For – 4, Against – 0, Abstain – 1

293. Planning Decisions

Details of Planning Decision Notices received since the last Meeting were tabled and noted.

294. Exclusion of the Press and Public

On the proposition of Councillor Willey, seconded by Councillor Andrew it was unanimously

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.

295. Enforcement Matters

On the proposition of Councillor Willey, seconded by Councillor P E Williams, it was unanimously

RESOLVED – that the Deputy Town Clerk report an enforcement issue to Cornwall Council.

Meeting closed at 7.40 pm

Confirmed

Chair

BLANK PAGE

**REPORT OF THE PROJECTS OFFICER
FULL COUNCIL 20TH MARCH 2025**

Project Progress Update

1. Cultural Quarter project

1.1 Following the Stephen Scowen report, I have made an informal approach to Cornwall Council with an enquiry about the matter that was flagged in the confidential portion of the February Full Council.

2. Bulwark Park

2.1 Our chosen supplier is waiting for the information from an additional contractor on the cost of safe surfacing. I have been assured that this delay will quickly be resolved, and once it is, we will be able to formally place the order, and work can start.

3. Restoration and Reimagining the Guildhall Project

3.1 By the time of this meeting, I will have had a meeting with CAD to update you on. I am also working on a presentation for a Special Full Council meeting in June. The purpose of this meeting will be to ask Councillors to make some strategic decisions on the project that will inform my further work. With funding still being elusive for this project, it is my ambition that we have a fully 'shovel ready' project by the end of the year so that we can capitalise on new grant opportunities in early 2026.

4. Flambards

4.1 As I am sure many of you are aware, Livingstone Leisure has now put the majority of their collection up for sale by auction. Over the last few weeks, I have made considerable efforts to prevent this collection from being broken up. To that end, I have spoken to the Museums Association, Arts Council, and Historic England and sent emails to both Andrew Gero MP and Secretary of State Lisa Nandy MP. At the time of writing this report, none of my efforts have proven fruitful.

5. King George V & Coronation Gardens

5.1 There was a very successful volunteer session on the 8th March led by Cormac and supported by HTC. I attended and was pleased to see 15 volunteers, all of whom threw themselves into planting 15 new fruit and nut trees.

5.2 I will shortly be calling a meeting of the Coronation Gardens working group to discuss the options for the day-to-day operation of our planned Community Potting shed.

*Richard James
13th March 2025*

BLANK PAGE

REPORT FOR:Full Council – 20th March 2025

1.0 SUBJECT OF REPORT: Council Meeting Structure

2.0 SUMMARY OF IMPLICATIONS:

- (a) **Policy:** Yes
- (b) **Financial:** No
- (c) **Legal:** Local Government Act 1972
- (d) **Environmental:** No
- (e) **Strategic Objective:** Governance

3.0 INTRODUCTION

- 3.1 In March 2023 the Council implemented a change to its Committee structure which saw the merging of the Policy, Finance and Resources Committee with the Amenities Committee to form the Finance and General Purposes Committee. This Committee meets on the fourth Thursday of January, March, May, July, September and November with a Special meeting in October to discuss the draft budget.
- 3.2 As part of the amendments, a separate Staffing Committee was created to take responsibility for staffing matters such as recruitment, grievance and disciplinary issues. The Licensing Working Party was also incorporated into the Planning Committee.
- 3.3 The amended committee structure has been in place for almost two years and it is an appropriate time to evaluate the effectiveness of its operation and whether any further changes to the Council's meeting structure are required.
- 3.4 The Council's current meeting structure is attached at **Appendix A**.

4.0 REPORT

4.1 Current Committee Structure

- 4.1.1 The merging of the Policy, Finance and Resources Committee and the Amenities Committees was intended to remove the overlap of responsibilities that existed between the two. This element has been successful with the Finance and General Purposes Committee being responsible for setting budgets and policy as well as the implementation of asset management and maintenance.
- 4.1.2 As anticipated the workload of the Finance and General Purposes Committee has increased due to the two meetings being combined which has meant lengthy meetings. The Committee were asked their views on this increase and feel that the longer meetings are better than having two separate evening commitments as previously.
- 4.1.3 However, some individuals express the view that the remit of the Committee is too broad and it is akin to a second Full Council. A copy of the Committee's Terms of Reference is attached at **Appendix B** for Members information, items a) to f) relate to powers previously delegated to the Amenities Committee and items g) to l) are powers that were delegated to the Policy, Finance and Resources Committee.
- 4.1.4 The creation of a Staffing Committee has worked well, and it is appropriate for the Council to have a specific Committee solely responsible for HR matters. Similarly, the inclusion of Licensing considerations into the Planning Committee has worked well improving the transparency of the process.

4.2 Working Parties

- 4.2.1 The Council continues to be reliant on a number of Working Parties and whilst this works well for activities requiring research and in-depth discussion, it can also lack transparency and cause delays in the decision-making process.
- 4.2.2 The Council cannot delegate financial decisions to a Working Party, which requires relevant matters to be referred to Full Council or a Committee for a decision. An example of this would be the consideration of the tender documentation for the St Piran's Lantern Parade, where the Events Working Party considered the draft tender and then recommended it to Full Council for approval. When the responses to the tender were received the Working Party could also review them and recommended the preferred contractor but had to pass the matter to Full Council to make the decision on who to appoint. This makes the process take longer.
- 4.2.3 The reason that Working Parties cannot make financial decisions is also tied to the lack of transparency. Working Parties are informal meetings and can be called with no notice meaning they can be much more responsive. However, as a Working Party meeting does not require legal notice to take place in the way that Full Council or Committee meetings do there is a lack of public awareness of what is being discussed. Members of the public are also unable to attend meetings to give their

views unless specifically invited. This means that the process lacks transparency and all significant decisions need to be made through a legally notified Council meeting.

- 4.2.4 To reduce the reliance on Working Parties and to streamline and improve the transparency of the decision-making process, it is possible to merge the Events Working Party and the Youth Engagement Working Party to form an Events Committee. This Committee would have delegated authority to make recommendations in relation to non-routine Council events, to agree formats for the Youth Engagement events and to make recommendations to Full Council with ideas for new events. The meetings would also be open to the public with an item for public participation allowing better engagement. A proposed Terms of Reference is attached at **Appendix C**.
- 4.2.5 If Council were wishing to make changes to the Finance and General Purposes Committee structure, it could be possible to amalgamate the delegated powers previously given to the Amenities Committee with those of the Events Committee to create an Amenities and Events Committee.

4.3 Grants

- 4.3.1 Whilst not a separate function of the Council, the consideration of grants is having an increasing impact on the operation of scheduled Full Council meetings. The Council currently awards community grants at its September and February Full Council meetings and the community environmental grant at its June Full Council meeting.
- 4.3.2 The additional environmental grant along with improved awareness of the Council's grant funding opportunities has meant that Council is receiving higher numbers of grant applications. Whilst this is encouraged, it impacts on the time available in the meeting meaning that both the grants and the other business to be considered may not receive the attention it requires. As an alternative Members may consider holding Special Full Council meetings to consider the grant applications away from the business of the scheduled meeting.
- 4.3.3 The consideration of the community grants twice a year also causes difficulties with the distribution of the funds. In September 2024 the meeting received sufficient grant applications to exceed the available budget for the whole year. Members were however conscious that there was an expectation that there would be a further grant funding round in February and made the appropriate decision to ensure some funding was retained for this meeting. Whilst the balance of the grant fund was fully distributed in February, a risk remained that grant applications may not have been forthcoming and there could have been an underspend in the budget.
- 4.3.4 An option to resolve this potential problem could be to allocate the community grants at one meeting in September and the environmental grants could potentially be awarded in February. As mentioned at 4.3.2 this could be at a Special Meeting, potentially on the second Thursday in September and either the second Thursday in February or combined with the Mayor-Elect and Deputy Mayor-Elect meeting on the fourth Thursday in February.

5.0 RECOMMENDATION

5.1 It is recommended that Council consider the current meeting structure and:

- a) consider whether any amendment to the structure of the Finance and General Purposes Committee is required;
- b) agree to the creation of an Events Committee and adopt the Terms of Reference; and
- c) amend the allocation of the community grant funding to a single Special Full Council meeting on the second Thursday in September;
- d) amend the allocation of the community environmental grant funding to a Special Full Council meeting in February on a date to be agreed.

Pamela Lavelle – Town Clerk

Formal Council Meetings

	<u>Meeting Frequency</u>
Full Council	every month except August
Finance and General Purposes Committee	every two months (Jan, Mar, May, July, Sept, Nov)
Planning and Licensing Committee	every month
Staffing Committee	Quarterly (Mar, June, Sept, Dec)

Working Parties

	<u>Meeting Frequency</u>
Emergency Plan Working Party	As required
Environmental Working Party	Every month
Events Working Party	As required
Guildhall Maintenance	As required
Policy Review Working Party	Every 2 months
Traffic Regulation Order Working Party	As required
Youth Engagement Working Party	As required

BLANK PAGE

Appendix B**Finance and General Purposes Committee
Terms of Reference**

The Finance and General Purposes Committee shall comprise of a minimum of six Members of the Council.

Four Members or a third of the Committee, whichever is higher, shall constitute a quorum. If the number of Councillors present (not including those who have declared an interest) falls below the required quorum, the items of business not transacted shall be deferred to the next scheduled meeting or another day as the Chair may fix.

The Committee will meet on the fourth Thursday in May, July, September, November, January and March with a Special budget meeting in October unless otherwise indicated by Council.

The Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:-

- a) all matters relating to footpaths and bridleways as shown on the definitive map.
- b) all aspects regarding the management of public open spaces in the ownership of Helston Town Council.
- c) matters relating to public open spaces maintained by Helston Town Council that are in the ownership of another Authority including:-
 - The Sunken Garden
 - Trengrouse Amenity Garden
 - The Guildhall Cobbled Area
 - Sithney Common Hill Lay-by
 - Redruth Road Approach Boulder Area
 - Five Wells Lane
 - Lower Trengrouse Way Gardens
 - Millennium Cross Area
 - Falmouth Road Boulder
 - Roundabouts and Verges
- d) to consider all aspects of public assets owned by the Council including:-
 - Buildings
 - Bus shelters
 - Public seating
 - Town Council Notice Boards
 - 'Welcome to Helston' signs
- e) Town Warden and Grounds/General Maintenance Supervisor attend a committee meeting to give an annual report.

- f) The Committee shall carry out the functions of the Council under delegated powers in connection with all aspects regarding the maintenance of play areas and equipment in the ownership of (or leased by) Helston Town Council, including the provision of new play equipment.
- g) To review the Council's Standing Orders and Policy documents on a regular basis.
- h) To produce new Policy documents when required.
- i) To carry out the functions of the Council under delegated powers in connection with the following matters:
 - Maintenance of accounting records
 - Annual review of Fees and Charges
 - Annually review Ear-marked and General Reserves
 - Monthly budget monitoring
 - Consideration of bad debts
 - Regular audits by nominated Members of Finance and General Purposes Committee.
 - Appointment of Internal Auditor
 - Consideration of Internal Audit and External Audit Reports
 - Ensure compliance with, and regularly review, Financial Regulations
 - Annually review the effectiveness of internal audit.
- j) Preparation of the Annual Budget for recommendation to Full Council
- k) To be responsible for risk management and ensure the Council is adequately insured.
- l) To consider the acquisition of land or buildings that may become available for purchase to the benefit of the community and make recommendations to Full Council.
- i) To undertake specific projects from time to time as requested by Full Council.

**Events Committee
Terms of Reference**

The Events Committee shall comprise of a minimum of six Members of the Council.

Three Members or a third of the Committee, whichever is higher, shall constitute a quorum. If the number of Councillors present (not including those who have declared an interest) falls below the required quorum, the items of business not transacted shall be deferred to the next scheduled meeting or another day as the Chair may fix.

The Events Committee will meet on a quarterly basis.

The Committee will meet on the second Tuesday in June, September, December and March unless otherwise indicated by Council.

The Committee shall carry out the functions of the Council under delegated powers in connection with the following matters:

- a) to make the arrangements for an annual St Piran's Event;
- b) to make the arrangements for an annual Community Lunch Event;
- c) to make the arrangements for the youth engagement events with the primary and secondary schools in Helston;
- d) to make recommendations to Full Council for any future events to be held;
- e) wherever requested by the Town Clerk, or designated representative, to offer support with existing events;
- f) also undertake specific projects from time to time as requested by Full Council.

Substantial changes to any events would require approval by Full Council to ensure they remain in line with Council's aims and objectives.

BLANK PAGE

REPORT OF THE TOWN CLERK**1. Neighbourhood Priorities Statement Pilot**

At December Full Council it was agreed that Helston Town Council express an interest in becoming a pilot for the Neighbourhood Priorities Statement (NPS) and the situation be reviewed once sufficient information was available to enable an informed decision to be made.

Information has now been received from Cornwall Council regarding the pilot and the rapid timescale for the process confirming that they are seeking 15 Council's to work with and expect the process to take around 6 months. As part of the pilot they are offering a considerable level of support including community specific data from their forthcoming consultation, help with other supporting information and help with the process & drafting of the NPS. They have also produced templates and guidance to support the process. Once the pilot is complete, they will be opening the process up to all Councils but will not be able to offer the high level of support that they are providing for the pilot.

On the basis of the previous decision, a submission has been made to Cornwall Council to be a pilot area for the development of a Neighbourhood Priorities Statement. To formalise this decision the Council needs to formally resolve to take part and submit the required designation letter to Cornwall Council. The Council is therefore invited to make the following resolution that:

- a) Helston Town Council develop a Neighbourhood Priorities Statement for Helston; and
- b) Members consider that the whole of the parish of Helston, is the most appropriate area to be covered by the Neighbourhood Priorities Statement

To produce the Neighbourhood Priorities Statement the Council will also need to set up a steering group of Councillors and community volunteers. Cornwall Council have produced a draft terms of reference for the Steering Group attached at **Appendix A**.

Members are invited to:

- a) agree the setting up of the Steering Group;
- b) agree the structure and terms of reference; and
- c) appoint Council representatives to the Steering Group for the remainder of the civic year.

2. Freedom Parade

The Mayor, Mayor-elect, and Town Clerk recently met with representatives from RNAS Culdrose to discuss the arrangements for the upcoming Freedom Parade. During the meeting, it was noted that, due to operational commitments, RNAS Culdrose does not have available personnel to take on the organisation of the event. However, the base has expressed their enthusiasm for supporting the parade and is willing to provide personnel to participate in the event. RNAS Culdrose clarified that it is customary for such events to be organised by the local town or city, with military personnel being invited to exercise their Freedom of the area. Following the consultation with RNAS Culdrose, the Freedom Parade is scheduled to take place on Wednesday, 18th June 2025.

In light of these discussions, the Town Clerk's office is in the process of implementing the necessary arrangements for this year's Freedom Parade. An invitation has been extended to RNAS Culdrose to formally exercise their Freedom of Helston, ensuring the continuation of this important event.

3. Remembrance Sunday

The Town Clerk's Office is due to commence preparations for the annual Remembrance Sunday commemorations, scheduled to take place on 9th November 2025. There is a high level of public support for the current format of the event which also allows greater participation from RNAS Culdrose. In accordance with Council's original decision, it is proposed to continue with this format with the open-air service by the Garden of Remembrance led by the Mayor's Chaplain. As an addition, the Mayor-elect has suggested that, at the conclusion of the service, the Civic Party attend the war memorial to lay a wreath on behalf of the town. It is recommended that this be an optional arrangement to allow those participating to do so based on consideration of their own personal circumstances.

4. Twinning Visit - Plougasnou

The Secretary of the Plougasnou section of the Helston and District Town Twinning has made contact to advise that there will be a contingent from Plougasnou will be coming to Helston for the weekend 27th to 30th June 2025. It is requested that the Mayor host a civic reception or dinner for the guests during the visit and the Mayor and Councillors are invited to be involved with the weekend if possible.

5. Bleed Kits

Helston Rotary have kindly donated bleed kits to be included with all the Council's public access defibrillators. The Town Council would need to assume responsibility for ongoing checks and replacements where required.

6. Roundhouse Way Bin

Further to Min. No. 283 (7)/ 2024, a request was made to Coastline Housing that they provide a litter bin on the green at Roundhouse Way for the benefit of their residents to ensure that the area can be kept litter and dog waste free.

A response was received advising that they had considered the provision of a bin in this area but don't have a team or resources to ensure that the bin is regularly checked and emptied. Coastline advise that their Grounds Maintenance team will pick up any litter when they attend site but providing bins and emptying them is not something that they would do.

As previously advised if Members wished to provide a litter bin, this would cost around £260 + vat for a bin of a similar style to those recently purchased by the Finance & General Purposes Committee. There may be additional installation costs on top of this to create a base to site the bin and the Town Council would also need to pay Cornwall Council to empty the bin. It has not yet been possible to obtain a current price for this but as a guide five years ago the charge was approximately £500 per year.

7. Hens Horn Court Defibrillator

The Hens Horn Court resident's association has raised funds to purchase a defibrillator at the premises and Coastline Housing has given permission for it to be sited on the outside of the building. However, Coastline Housing advise that the residents association cannot be responsible for ongoing maintenance and have confirmed that for purchase and installation to proceed the Town Council would need to adopt the defibrillator and be responsible for insurance and ongoing maintenance. It would be acceptable for the Council to adopt the defibrillator as it would be publicly accessible, and its maintenance costs can be covered by the existing defibrillator budget.

The Mayor and Deputy Mayor have given delegated authority as an urgent matter for the Council to adopt the defibrillator and Members are invited to ratify this decision.

13th March 2025

Town Clerk

BLANK PAGE

Neighbourhood Planning

Cornwall Council Planning Preparing a Neighbourhood Priorities Statement

Neighbourhood Priorities Statement Steering Group Sample Terms of Reference

1 Purpose and role

The role of the Neighbourhood Priorities Statement Steering Group is to help the [Name] Council create a draft neighbourhood priorities statement for our area. This will help us to address local issues and achieve our ambitions.

The process will promote:

Fairness – To have a reasonable opportunity to provide evidence and make comments.

Ambition – To implement ambitious planning policies into the Local Plan to meet the needs of Cornwall.

Inclusion – Including a variety of people and groups. Offering everyone who lives and works in Cornwall opportunities to fully take part in preparing for planning policies.

Respect – For new ideas and creativity.

2 Membership

- a) Chair: [Name]
- b) Deputy Chair: [Name]
- c) Nominated Secretaries: [Names]
- d) Members: (The Group must contain an elected Town/Parish Council representative):
 - [Name]
 - [Name]
 - [Name]
 - [Name]
 - [Name]
 - [Name]
 - [Name]
 - [Name]
 - [Name]
- e) Quorum: The Neighbourhood Priorities Statement Steering Group is quorate when at least half of the total number of members are present.
- f) Terms of Office: Elections for the Chair and Deputy Chair will take place at the beginning of each administrative year and may be reappointed.
- g) Deputies: If the Chair is unavailable then attempts will be made to reschedule the meeting. If this is not possible, then the Deputy Chair will be designated for that meeting. If this is not possible, then an appropriate deputy will be designated for that meeting. An elected Town/Parish Council representative must always be

present.

- h) Meeting: Meetings are held approximately every [month] and may be held in [Name] or by videoconference. Any changes to the Terms of Reference will need Town/Parish approval.
- i) Where appropriate, separate meetings will also take place with Officers from Cornwall Council in an advisory capacity. Non-members may be invited to take part in joining working groups and contribute to defining and achieving the strategic objectives.

3 Support and reporting responsibilities

- a) The Neighbourhood Priorities Statement Steering Group is supported by the nominated Secretaries. The nominated Secretaries discuss and manage the agendas, brief meeting notes, actions and work programme in conjunction with the Chair and the Deputy Chair.
- b) Papers for the Neighbourhood Priorities Statement Steering Group with the approval of the Chair or the Deputy Chair must be provided to the nominated Secretary at least [five] working days before the meeting.
- c) An agenda and papers for each meeting will be circulated to all attendees [five] working days before the meeting.
- d) Meeting notes will be sent to the Chair or Deputy Chair for approval ready for the next meeting and circulated to the Neighbourhood Priorities Statement Steering Group and other attendees. They will be sent before the next meeting and will be a matter of public record.
- e) Standing items:
 - Apologies
 - Meeting notes from the last meeting
 - Matters and actions arising from the last meeting notes
 - Any other business

4 Tasks/Activities

The Neighbourhood Priorities Statement Steering Group will undertake the following tasks/activities:

- a) Prepare a project planning process for producing the Neighbourhood Priorities Statement.
- b) Publicise the process of preparing the Neighbourhood Priorities Statement to encourage community participation and the submission of views and ideas.
- c) Organise meetings and gather views and consult on ideas.
- d) Develop an evidence base about the needs and aspiration of the Town/Parish.
- e) Liaise with relevant businesses, organisations and landowners to get their input in the process.
- f) Ensure that the views of the full range and diversity of interest groups are sought

through the process, as far as this is possible.

- g) Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft neighbourhood priorities statement.
- h) Keep the Town/Parish Council fully informed of progress and where appropriate, present the meeting notes for acceptance and then adoption.
- i) Agree content about the progress of the neighbourhood priorities statement to be made available to local residents on the parish website or a stand-alone neighbourhood priorities statement website.

5 Working groups

The Neighbourhood Priorities Statement Steering Group may establish working groups to carry out tasks and activities specified by the Neighbourhood Priorities Statement Steering Group.

The purpose of each working group is to assist the Neighbourhood Priorities Statement Steering Group to help create the draft neighbourhood priorities statement for the community.

Each working group should:

- Have a person leading the working group.
- Tackle a specific issue or explore opportunities facing a specific group of people within the community.
- Set out its purpose eg to help young people (under 18 years of age) in the community to set out their issues, ideas and concerns and feed this into the consultation.
- Outline how it will gather information and carry out consultations.
- Set a timescale and the estimated costs of carrying out the consultation.
- Appoint one or two members to attend the regular neighbourhood priorities statement steering group meetings. They can be members of the neighbourhood priorities statement steering group.

Each working group will be responsible for organising its own meetings and must provide a progress report to the neighbourhood priorities steering group.

Financial expenditure of over **[£50.00]** must be approved by the Town/Parish Council. Receipted expenses for reimbursement should be passed to the Town/Parish Clerk on a monthly basis with the reason for the expenditure.

BLANK PAGE

Helston Town Council

List of Payments made between 25/02/2025 and 31/03/2025

Voucher	Date Paid	Payee Name	Reference	Transaction Detail	Amount Paid
786-802	14/03/2025	Salary related expenses	BACS	Salary related expenses	£35,053.86
803	28/02/2025	Peninsula Business Services	DDFEB	HR and H&S advice	£490.36
804	28/02/2025	British Telecom	DDFEB17	Telephones and Broadband	£363.56
805	28/02/2025	Vodafone	DDFEB18	Staff Mobiles x 2	£64.71
806	24/03/2025	1st Office Equipment Ltd	DDMARCH1	Quarterly printing & maintenance	£548.06
807	24/03/2025	Green Energy (UK) Ltd	DDMARCH2	Electricity - Guildhall 20/2-28/2	£118.85
808	24/03/2025	Green Energy (UK) Ltd	DDMARCH3	Gas - Guildhall 20/02-28/02	£166.31
809	24/03/2025	Green Energy (UK) Ltd	DDMARCH4	Electricity - Guildhall PC 20/2-28/2	£14.87
810	24/03/2025	Green Energy (UK) Ltd	DDMARCH5	Electricity Meneage St Feeder Pillar 20/2-28/2	£12.58
811	24/03/2025	Green Energy (UK) Ltd	DDMARCH7	Electricity - Coinagehall St Feeder Pillar 20/2-28/2	£7.73
812	24/03/2025	Green Energy (UK) Ltd	DDMARCH6	Electricity - Monument Pub Cons 20/2-28/02	£2.99
813	24/03/2025	Green Energy (UK) Ltd	DDMARCH8	Gas - Guildhall 6/2-19/2	£250.72
814	24/03/2025	Alphabet (GB) Limited	DDMARCH9	Electric van lease	£463.80
815	24/03/2025	Business Waste Ltd	DDMARCH10	Waste & Recycling Collection	£59.80
816	24/03/2025	LOCALiQ	DDMARCH11	Meeting Advert	£168.28

817	24/03/2025	Pitney Bowes		DDMARCH12	Quarterly franking machine rental & maintenance	£95.48
818	24/03/2025	Amazon Payments UK Ltd		BACS271	Stationery & Maintenance Materials	£162.38
819	24/03/2025	Cornwall Association of Local		BACS272	Training PL	£156.00
820	24/03/2025	Corserv Facilities		BACS273	Van Lease (February & March)	£1,229.28
821	24/03/2025	Corserv Support		BACS274	Fuel for Van 03/11-24/11 2024	£225.20
822	24/03/2025	Crystal Clear		BACS275	Pub Con Cleaning	£4,397.12
823	24/03/2025	Nick Ferris Skip Hire Ltd		BACS276	Waste Disposal	£101.76
824	24/03/2025	SLCC Enterprises Ltd		BACCS278	Training PL	£108.00
825	24/03/2025	SoloProtect Ltd		BACS279	Lone worker alarm	£33.58
826	24/03/2025	Stephens Scown		BACS280	Wall title investigation - TAF	£3,476.05
827	05/03/2025	White Cross		BACS281	First aid cover Lantern 2025	£135.00
828	07/03/2025	Maria McEwen		BACS284	HPSB PopU research - TDF	£140.00
829	07/03/2025	Ollie Smith Filmmaker and Photo		BACS285	HSPB Consultancy - TAF	£1,005.00
830	07/03/2025	Amy Morgan		BACS283	HPSB consultancy - TAF	£1,200.00
831	07/03/2025	Kernow Training Ltd		BACS282	Training for SH	£270.00
832	06/03/2025	Ian Moore		BACS	Travel Expenses	£24.30
833	06/03/2025	James, Mr RA		BACS	Expenses	£123.09
834	24/03/2025	Precious Plastic CIC		BACS	Grant	£500.00
835	24/03/2025	Helston Climate AG		BACS	Grant	£1,530.00
836	24/03/2025	3 (Helston) Sqn Air Training C		BACS	Grant	£500.00

837		03/03/2025		SKA CIC Helston Gateway		BACS		Grant		£100,000.00
838		03/03/2025		Sparkle Foundation		BACS		Grant		£2,000.00
839		03/03/2025		Petty Cash		BACS		Fuel for equipment, vehicle maint. Etc.		£127.94

Total

£155,326.66