



## Minutes – Full Council

### Minutes of the Annual Meeting of the Parish Council held at 7pm on Monday 24<sup>th</sup> May 2021 in the Memorial Hall, Perranporth

**Present:** Cllrs Arthur (Chair), Boston, Bowers, Byfield, Gaisford, Jones, Lawrence, Norrington, Pentecost, Silvey, Trevethan, White, and Yeo

**In attendance:** Tatiana Cant (Clerk), Linda Jones (Admin Officer) Rebecca Harrod (Finance Officer) and C Cllr Harvey

The meeting was opened by the Clerk who welcomed everyone to the Memorial Hall and to the first physical Full Council meeting. A warm welcome was extended to Gareth Jones, newly appointed member for the Goonhavern Ward.

#### **59/21/FC Election of Chairman**

Cllr Arthur was proposed and seconded. He accepted the nomination and was duly elected. The Chairman took the Chair and signed the Declaration of Acceptance of Office for Chairman.

#### **60/21/FC Election of Vice Chairman**

Cllrs Bowers and White were proposed and seconded. Cllr White was duly elected and signed the Declaration of Acceptance of Office for Vice Chairman.

#### **61/21/FC Councillor Memorials**

It was noted that during the previous council's term two members had sadly passed away: Cllrs Mike Crewes and Viv Hill. Members wished to find an opportunity to memorialise their lives and contributions to the parish in some feature of a future project, eg tree planning, new pathways or during the improvements to Droskyn.

#### **62/21/FC Apologies**

Apologies had been received from Cllr Higgins who was unwell and Cllr Rogers who had a family commitment.

#### **63/21/FC Declarations of interest and dispensations granted**

There were no declarations of interest and no dispensations had been granted.

#### **Comments from Cornwall Councillors**

C. Cllr Harvey congratulated the Chairman and Vice Chairman on their re-election and reported that committee chairmen would be elected at Cornwall Council the following day. He also explained the funds that he had provided for 2 local hospices and the motor neuron disease charity.

#### **64/21/FC Adoption of General Power of Competence**

Members AGREED unanimously to adopt the General Power of Competence for the forthcoming term of office of the council having met the qualifying criteria.

#### **65/21/FC Report from the Library**

The following report was received from Linda Jones, Library Manager:

The last time the library reported to Full Council was December 2019. On Friday 20<sup>th</sup> March 2020 the Library closed for public access due to the Covid lockdown. Linda Jones and Abby Waters continued working on clearing and refurbishing the library book stock. Barbara Tremewan chose to take 12 weeks unpaid leave.

Barbara Tremewan returned to work on 2<sup>nd</sup> July. We were able to reopen to the public on 4<sup>th</sup> July 2020 for a 'Click and Collect' service operated from a screened counter at the front door. We also have continued to offer printing and photocopying for a small charge. The library opening hours to the public were shortened by an hour each day to allow for processing and quarantining of the returned stock, in line with Government guidelines concerning Covid-19 transmission. Customers were able to reserve items online and then received an email or phone call to notify them that their book choices were ready for collection.

Since the 4<sup>th</sup> July the library has promoted BorrowBox, a free digital library app allowing customers to borrow ebooks and eaudio books. Customers were also encouraged to manage their library account online at the Cornwall Libraries page.

The statistics since July 2020 have averaged 65% of our normal borrowing turnover. This is in contrast to larger libraries that have often reached only 25-30%; Cornwall Council has contragulated Perranporth Library on all their hard work during this difficult time. They have asked Linda Jones to give feedback at a county-wide group of librarians regarding aspects of good practice and how we have managed to encourage our customers with their borrowing.

Barbara retired from libraries after 30+ years of service and we welcomed Jasmine Piper to the team. We created a new social media platform through Instagram and Facebook to promote the library and its events which has generated a great deal of interest, often reaching over 2000 people on each post. We have as a team attended webinars for training and development throughout the year.

In March 2021 we celebrated World Book Day during March with the theme 'Pirates, Mermaids and Tales of the Seas' and gave away over 70 craft bags for primary school children who visited the library.

We reopened to the public for browsing on 18<sup>th</sup> May 2021, 14 months after the initial lockdown in March 2020. We have created a new group page for families on our Facebook page, with the facility to book a 20 minute private session in the children's reading area. Our volunteers were welcomed back to help us in the library on 25<sup>th</sup> May.

During this last year Cornwall Council has requested feedback from libraries regarding their customers' response to the library provision. Here are some of the responses we recorded from our own customers:

"Thank you so much for staying open with a Click & Collect service. Don't know what I'd have done without you for my books."

"All the staff's happy, smiley faces have helped me through a really dark time."

"You've helped choose books for me as I can't get online – I'm so grateful."

"Being able to print out our mortgage application at the library has literally meant we've been able to buy our house! Thank you so much for all you do."

Our Plans for the future:

We have 2 authors potentially available for an event in July where we will promote this year's Summer Reading Challenge – running from July to the end of September and aimed at primary school children. This year's theme is based on and around the environment. We will be able to allow access to the public computers when the Government relaxes the Covid restrictions. The under 4s group we run called Sandy Toes is looking forward to meeting again, possibly outside for the summer months. Our 4 book groups have begun again, meeting once a week in homes. Visits from Perran Bay residents have started again.

#### **66/21/FC Membership of committees**

The Clerk confirmed that she would continue to send all agendas and minutes for committee meetings to Full Council. It was AGREED to consider amending Standing Orders to a) have chairs of committees be members of the Finance & Operations Committee and/or b) to ensure that all major items are referred to Full Council before sign off (although this did happen already in practice). In the meantime, it was agreed to proceed with the appointment of members to committees.

The following committee membership was AGREED:

<b>Finance &amp; Operations</b>	<b>Services</b>	<b>Planning</b>	<b>Public Spaces</b>	<b>Staffing</b>
Cllr Arthur	Cllr Arthur	Cllr Arthur	Cllr Arthur	Cllr Arthur
Cllr White	Cllr White	Cllr White	Cllr White	Cllr White
Cllr Boston	Cllr Jones	Cllr Bowers	Cllr Byfield	Cllr Boston
Cllr Bowers	Cllr Lawrence	Cllr Higgins	Cllr Boston	Cllr Lawrence
Cllr Byfield	Cllr Norrington	Cllr Lawrence	Cllr Gaisford	Cllr Trevethan
Cllr Gaisford	Cllr Pentecost	Cllr Silvey	Cllr Jones	
Cllr Pentecost	Cllr Rogers	Cllr Trevethan	Cllr Lawrence	
	Cllr Silvey	Cllr Yeo	Cllr Rogers	

#### **67/21/FC Representation on Outside Bodies**

Members AGREED representation on outside bodies:

Gardens Charities – Cllr Byfield  
Memorial Hall – Cllr Jones  
North Coast Cluster Group – Cllr Rogers  
Tennis Club – Cllr Lawrence  
St Piran’s Trust – Cllr White  
Age Concern – Cllr Norrington  
Community Network Panel – Cllrs Higgins, Norrington, Rogers  
Tree Warden – Cllr Silvey  
Perranporth Primary School – Cllr Boston  
Police Liaison Group – Cllrs Bowers, Lawrence  
Climate Change Advocate – Cllr Pentecost  
Perransafe – Cllrs Bowers, Norrington  
Emergency Group – Cllrs Bowers, Gaisford

#### **68/21/FC Appointment of member to conduct Internal Control checks**

Cllrs Bowers was appointed to carry out Internal Control checks.

#### **69/21/FC Membership of committees**

The Clerk confirmed that she would continue to send all agendas and minutes for committee meetings to Full Council.

#### **70/21/FC Internal Audit Report**

Members NOTED the most recent Internal Audit Report conducted as part of the Year End Accounts. Members acknowledged the error in setting the precept amount.

#### **71/21/FC Annual Governance Statement**

Members responded to all Annual Governance Statement checks and approved the statement.

#### **72/21/FC Annual Return for 2020-21**

Members approved the Annual Return for 2020-21 which was duly signed ready for submission to the External Auditor.

#### **73/21/FC Insurance Premium 2021-22**

Members noted the insurance arrangements for the coming year with an additional £30 to cover the new equipment at Bolenna Park. Several claims had been made against the policy the previous year. Members wished to check the public liability was £10 million. *{Post meeting note – this was verified to be in place}*

#### **74/21/FC Code of Practice for Handling Complaints**

Members AGREED to adopt the drafted Code of Practice for Handling Complaints.

**75/21/FC Date of the next meeting**

Members noted that the next meeting was scheduled for 14<sup>th</sup> June although this may be subject to change due to availability of officers.

**76/21/FC Exclusion of press and public due to confidential nature of the matter to be discussed**

Members agreed to the exclusion of press and public.

**77/21/FC Football Event – Inflatable Theme Park Event application**

Members considered the application by the Football Club for an Inflatable Theme Park Event in the light of further documentation received from the organisers. It was noted that there remained outstanding issues including inconsistent names on the documentation relating to the insurance, public liability not yet confirmed as increased from £5million to £10million and concern that the bar would be open and this would inevitably lead to the presence of alcohol as well as possible car parking congestion. The Clerk's previous advice regarding the danger of such inflatables was also noted. Given the multiple concerns, members AGREED unanimously to refuse the application.

**78/21/FC Proposal from Watering Hole**

Some of the previous concerns raised by the council relating to issues of tidiness had now been successfully addressed. Members AGREED in principle to the proposal for some outside bars. The angle needed to be slightly adjusted to face into the leased area and this would need to be formalised as a temporary licence with a deadline for the end of the period covered. It was noted with appreciation that the Watering Hole had offered to erect a beach hut for the Beach Officers this year at no cost as a goodwill gesture.

**Action: Prepare temporary licence – *Simon Dowling***

There being no further business the Chairman closed the meeting at 21.28 hours

Signed .....

Date: 14<sup>th</sup> June 2021