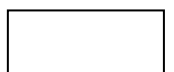


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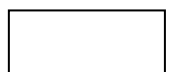
NEWQUAY TOWN COUNCIL

MINUTE REF:	Minutes of the Governance & Resources Committee Meeting held on Monday 30 September 2024 at 7:00pm in the Council Chamber, Marcus Hill, Newquay.	ACTION:
	<p>Present Cllrs D Creek, M North, S Slade, K Larsen, S Thomson, L Wright, J Kenny</p> <p>Also attending</p> <p>Mr A Curtis (Chief Executive & Town Clerk), Mrs A Banks (Responsible Financial Officer), Mrs L Spark (PA to Chief Executive)</p>	
GR048/24	<p><u>Apologies</u></p> <p>Apologies were received by Cllrs A Hannan and R Souray</p>	
GR049/24	<p><u>Interests</u></p> <p>As and when</p>	
GR050/24	<p><u>Minutes</u></p> <p>It was proposed by Cllr M North, seconded by Cllr D Creek and</p>	
GR050/24 (A)	<p>RESOLVED to accept the minutes of the meeting held on 24 June 2024 including the confidential addendum.</p> <p><i>2 members abstained.</i></p>	
GR051/24	<p><u>Matters Arising</u></p> <p>GR026/24(A) – Cllr S Thomson informed members that Jack Thomas from Highways and Cornwall Council will now be sorting out the path at Priory Woods.</p> <p>GR105/24(A) – The RFO explained that the E&F Committee asked to commission a full review of the usage and revenue of the ground floor of the Mount Wise Centre, The RFO does not have capacity to undertake this currently, suggested getting a valuation of the market rental for the ground floor space and feedback to G&R for consideration. Gain feedback from previous users.</p> <p>Cllr J Kenny asked about new email addresses so that she can use the iBabs app. The Town Clerk informed members that we are not sure if giving out .gov.uk domain email addresses will solve the problem, the domain is also restrictive on what members can use them for. Currently held off to put policies and training ready for the new Council in May. IT Manager is currently working on iBabs issues and has asked if members can keep reporting issues to him,</p>	RFO

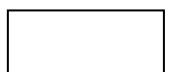


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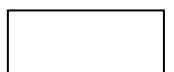
	so he has the data to report back to iBabs. The IT Manager is currently looking at alternatives.	IT Manager
GR052/24	<u>Open Session for Electors of Newquay – Verbal/Written Questions (15 Minutes)</u>	
	No written or verbal questions were submitted.	
GR053/24	<u>Objective 3.1 – Oversee and scrutinise the effective and efficient operation of the Council</u>	
GR053/24 (A)	<p>A. Budget Planning and Setting</p> <p>The RFO informed members that due to the server failure, it has caused a delay on everything finance related. The budget timetable has been revised due to this, the proposed stage for the committee budget discussions will be October and then to G&R via email, then G&R will need to feedback to Committees for any adjustments.</p> <p>Members discussed.</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	
GR053/24 (A)(1)	RESOLVED unanimously to note the revised budget timetable.	RFO
GR053/24 (B)	<p>B. Governance Assertion Review 21/02/2024</p> <p>Cllr Thomson's name is spelt incorrectly.</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	Office
GR053/24 (B)	RESOLVED to note the Governance Assertion Review completed on 19 June and 18 September 2024	
GR054/24	<u>Retrospective Approvals for decisions made outside of meetings</u>	
GR054/24 (A)	<p>A. Replacement Vehicles</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	
GR054/24 (A)(1)	RESOLVED unanimously to give retrospective approval for the replacement vehicles as decided via email.	CE&TC
GR054/24 (B)	<p>B. Preferred IT Supplier</p> <p>It was proposed by Cllr M North, seconded by Cllr L Wright and</p>	
GR054/24 (B)(1)	RESOLVED unanimously to give retrospective approval for Saitech to be the preferred IT Supplier as decided via email.	IT Manager



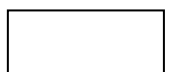
GR054/24 (C)	<p>C. Out of Hours Provision</p> <p>Members discussed.</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	
GR054/24 (C)(1)	<p>RESOLVED unanimously to give retrospective approval to use Kestrel Guards for the out of hours provision as decided via email.</p>	CE&TC
GR055/24	<p><u>Objective 3.4 - Develop, maintain and review relevant policies, strategies, procedures and guidance</u></p>	
GR055/24 (A)	<p>A. <u>Corporate Plan</u></p> <p>Members discussed and Cllr S Thomson asked for a bullet point to be added to the bottom of page 6 with the wording Working hard towards carbon neutrality.</p> <p>Cllr J Kenny asked for a typo to be changed on page 5, replace the word conservation 'order' to be conservation 'area'.</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	CE&TC
GR055/24 (A)(1)	<p>RESOLVED unanimously to RECOMMEND the draft Corporate Plan with the above amendments to Full Council for adoption and to act as the Council's primary focus for the 2024-28 period.</p>	RECOMMEND to Full Council
GR056/24	<p><u>Objective 3.5 - Strategically manage Town Council owned properties and assets</u></p>	
GR056/24 (A)	<p>A. Pop-ups in Killacourt Units and wider authority to officers</p> <p>The Town Clerk spoke to members about the process of filling the Killacourt units in between tenants. Suggested that if the Officers have flexibility to lease the units out on a licence or another flexible basis on a day or weekly basis, the income generated from that may be substantial over a year.</p> <p>Members discussed.</p> <p>Cllr M North requested the office to write clear guidelines.</p> <p>It was proposed by S Thomson, seconded by Cllr L Wright and</p>	Office



<p>GR056/24 (A)(1)</p>	<p>RESOLVED unanimously to give the Town Clerk and Officers the ability to set a policy in relation to the way in which the Council handles vacant units on the Killacourt and office spaces at mount Wise Centre; ahead of issuing leases – with eh proposal of officers being able to issue licenses for occupation on a weekly or daily basis to generate an income, whilst leases are being negotiated or occupants found.</p>	<p>CE&TC</p>
<p>GR057/24</p> <p>GR057/24 (A)</p> <p>GR057/24 (A)(i)</p>	<p><u>Objective 3.8 - Seek and identify external funding and grant opportunities</u></p> <p>A. <u>Identified external Grant Funding</u></p> <p>i. National Lottery Bid</p> <p>The Town Clerk provided members with an overview of the National Lottery Bid that the Grants Officer has been working on. The RFO imformed members that the Town Team have used their Vitalisation Fund to engage with a Climate Consultant, who can help and support the steering group.</p> <p>Cllr S Thomson asked if the Grants Officer could keep her in the loop.</p> <p>Members discussed.</p> <p>It was proposed by Cllr S Thomson, seconded by Cllr M North and</p>	<p>Grants Officer</p>
<p>GR057/24 (A)(i)(1)</p> <p>GR057/24 (A)(ii)</p>	<p>RESOLVED unanimously to allow the Grants Officer to start the National Lottery Bid.</p> <p>ii. Climate Action Newquay Group</p> <p>Members discussed.</p> <p>Cllr K Larsen nominated Cllr S Thomson to be the delegated member for the Council.</p> <p>It was proposed by Cllr S Thomson, seconded by Cllr M North and</p>	<p>RFO</p>
<p>GR057/24 (A)(ii)(1)</p>	<p>RESOLVED unanimously to retrospectively approve as part of the funding bid:</p> <p>A) the formation of a Climate Action Newquay Group</p> <p>B) formal referral to the Environment & Facilities Committee for future work and ongoing projects/liaison</p>	<p>CE&TC / Grants Officer</p>

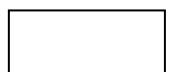


	<p>C) approval to submit a formal bid once drafted, before the deadline.</p>	
GR058/24	<p><u>Objective 3.10 - Establish devolution opportunities and negotiate outcomes with Cornwall Council</u></p>	
<p>GR058/24 (A) GR058/24 (A)(i)</p>	<p>A. Devolution Update and Recommendations.</p> <p>i. Mountwise Gardens and Garages</p> <p>The Town Clerk provided members with an update that it is currently with legal, the garages will include the parcel of open space to the footpath, but not including the footpath that runs through the gardens. There is a suggestion that if we can secure external funding in addition to the £50,000 that we have already allocated through CIL money, around about £100,000+ then we have a project there ready to go. The Town Clerk asked if the Committee was open to Officers pressing forwards if the £100,000 external funding is secured, without having to come back to Committee to commission a designer and construction agent and enquire about planning permission.</p> <p>It was proposed by Cllr D Creek, seconded by Cllr S Thomson and</p>	
<p>GR058/24 (A)(i)(1)</p>	<p>RESOLVED unanimously to approve progressing with the Play Park project to include incurring spend and resources on the following*:</p> <ol style="list-style-type: none"> 1. Checking whether Planning Permission is required 2. Commissioning a suitably experienced contractor to design, consult on the designs and build the play park <p>*Subject to funding being secured for this project (minimum requirement of £100,000 external funding, with the current £50,000 CIL allocation from the Town Council).</p>	<p>Env Manager</p>
<p>GR058/24 (A)(ii)</p>	<p>ii. Pentire Headland Car Park and Headland</p> <p>The Town Clerk informed members that an expression of interest has been sent. Hoping to hear if we have been successful for the next stage soon.</p> <p>Members discussed.</p>	
<p>GR059/24 GR059/24 (A)</p>	<p><u>Correspondence</u></p> <p>A. Report from Corporate Service Manager regarding proposal</p> <p>Members discussed.</p>	



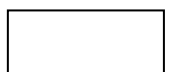
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<p>GR059/24 (A)(1)</p>	<p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p> <p>RESOLVED unanimously to not engage or promote Anglo Doorstep Collections, and encourage residents to use the local Charity Shops and collection bins.</p>	<p>CS Manager</p>
<p>GR059/24 (B)</p>	<p>B. Paper on Car Park Transfer proposal</p> <p>The Town Clerk informed members that Cornwall Council have plans to transfer up to 30 car parks to one of their arm's length companies, which have been on several devolution lists. They were using Little Fistril as a model. At a Clerks meeting, they wrote a letter which went to the Overview & Scrutiny Committee at Cornwall Council, the feedback from Clerks was that it wasn't really listened too, and they will be pressing forwards to transfer a number of car parks to an arm's length company to enable them to use ANPR cameras.</p> <p>Cllr M North suggested that at the Mayors Meeting next week, the Clerks could write a press release to alert the public as to what is happening.</p> <p>Members discussed and decided to wait and see if any of Newquay's car parks are on the list.</p> <p>It was proposed by Cllr D Creek, seconded by Cllr S Thomson and</p>	
<p>GR059/24 (B)(1)</p>	<p>RESOLVED unanimously to give delegated authority to the Mayor and Town Clerk to write a press release once the list has been received.</p>	
<p>GR060/24</p>	<p><u>Any Items referred to this committee from full council or another committee.</u></p>	
<p>GR060/24 (A)</p>	<p>A. E&F Committee [EF108/24 (A)(1)] - Utilities EMR Release (£11,176)</p> <p>It was proposed by Cllr K Larsen, seconded by Cllr A Hannan and RESOLVED to appoint Naked Solar Option 1 as the contractor for Mount Wise Solar Panel Installation at a cost of £11,176.00 and RECOMMEND to G&R a release from the Utilities EMR.</p> <p>It was proposed by Cllr K Larsen, seconded by Cllr S Slade and</p>	<p>CE&TC</p>
<p>GR060/24 (A)(1)</p>	<p>RESOLVED unanimously to release £11,176.00 from the Utilities EMR to appoint Naked Solar as the contractor for Mount Wise Solar Panel Installation</p>	
<p>GR060/24 (B)</p>	<p>B. E&F Committee [EF102/24 (3)] - Biodiversity Policy</p> <p>It was proposed by Cllr K Larsen , seconded by Cllr D Creek and RESOLVED to RECOMMEND the Biodiversity Policy to G&R with the wording amended to Point 10. Adding in that</p>	



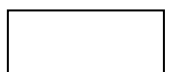
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	<p>we would not use synthetic pesticides or non-organic methods.</p> <p>Cllr K Larsen gave members and overview of the recommendation.</p> <p>Members discussed.</p> <p>It was proposed by Cllr D Creek, seconded by Cllr S Slade and</p>	
GR060/24 (B)(1)	<p>RESOLVED to defer this item to the next meeting.</p> <p>1 member abstained.</p> <p>It was proposed by Cllr M North, seconded by Cllr S Thomson and</p>	CE&TC
GR060/24 (B)(2)	<p>RESOLVED to extend the meeting by 30 minutes.</p>	
GR061/24	<p><u>Governance and Accountability</u></p>	
GR061/24 (A)	<p>A. <u>Review of Risk Assessment</u></p> <p>The Town Clerk provided members with an overview of the suggested changes.</p> <p>It was proposed by Cllr D Creek, seconded by Cllr S Thomson and</p>	
GR061/24 (A)(1)	<p>RESOLVED unanimously to RECOMMEND the draft risk assessments to Full Council for noting.</p>	RECOMMEND to Full Council
GR061/24 (B)	<p>B. <u>Notice of Conclusion of Audit 2023-24</u></p> <p>The Town Clerk informed members that we have recieved a clean external audit and thanked the RFO and team for their work.</p> <p>It was proposed by Cllr M North, seconded by Cllr D Creek and</p>	
GR061/24 (B)(1)	<p>RESOLVED unanimously to RECOMMEND to Full Council for formally noting.</p>	RECOMMEND to Full Council
GR062/24	<p><u>Exempt Business</u></p> <p>It was proposed by Cllr M North, Seconded by Cllr D Creek and</p> <p>RESOLVED unanimously that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.</p> <p><i>Please see Confidential Addendum: Ref: 30.09.24</i></p>	
GR062/24	<p>A. Update on Server Failure</p>	



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(A)	Please see Confidential Addendum: Ref: 30.09.24/001	
	It was proposed by Cllr M North, seconded by Cllr S Thomson and	
GR062/24 (A)(1)	RESOLVED unanimously to note the Server Failure update.	CE&TC
GR062/24 (B)	B. Debtors Report	
	Please see Confidential Addendum: Ref: 30.09.24/002	
	It was proposed by Cllr M North, seconded by Cllr S Slade and	
GR062/24 (B)(1)	RESOLVED unanimously to note the debtors report.	RFO
GR062/24 (C)	C. Operational Review Proposal	
	Please see Confidential Addendum: Ref: 30.09.24/003	
	It was proposed by Cllr M North, seconded by Cllr K Larsen and	
GR062/24 (C)(1)	RESOLVED unanimously to release up to £10,000 from the Staff EMR for the commissioning of a suitably qualified and experienced consultant to develop service objectives/priorities including operational service reviews involving feedback from all members and managers to inform the wider Staff Review; ensuring services will adapt and meet the objectives of the new Corporate Plan and meeting the needs of the Council in the short-medium term	CE&TC / RFO
GR062/24 (D)	D. Mountwise Gardens and Garages Devolution (Confidential matters) - if needed	
	Please see Confidential Addendum: Ref: 30.09.24/004	
GR062/24 (E)	E. Staff Updates	
	Please see Confidential Addendum: Ref: 30.09.24/005	
	It was proposed by Cllr J Kenny, seconded by Cllr M North and	
GR062/24 (E)(1)	RESOLVED unanimously to recommend the release of £52,000 from the Staff EMR as part of the budget setting.	RFO
GR063/24	<u>Any other business</u>	
	None.	
GR064/24	<u>Date and time of next meeting</u>	



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	<p>The next G&R Committee meeting is to take place on Monday 25 November 2024.</p> <p>The chairman thanked members for their attendance and exited the meeting at 20:45</p> <p>Signed..... Chairman Cllr M North</p> <p>Date.....</p>	

