

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 19th MARCH 2018 in the Council Chamber, St Austell One Stop Shop, Penwinnick Road, St Austell, PL25 5DR at 6.05pm.

Present: Councillors: Bishop, Brown, Bull, Cohen, French, Hanlon, Heyward, Jones, Oxenham, Palmer, Pearce, Pears, Rees, Styles, Thompson and Walker (Chair).

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

C/17/127) Apologies for absence

Apologies for absence were received from Councillors Colwill, King, Lanxon and Leonard.

Councillor Bull apologised that she would be late.

C/17/128) Declarations of interest and gifts or hospitality received

Councillors Palmer and Pears declared an interest in agenda item 9 as they were both Directors of the St Austell BID.

C/17/129) Dispensations

There were no requests for a dispensation.

C/17/130) Minutes of Meeting held on 5th February 2018

It was **RESOLVED** that the minutes of the meeting held on the 5th February 2018 be approved and signed as a correct record.

C/17/131) Matters to Note

The Clerk advised that he had nothing to add to the minutes.

C/17/132) Mayor's announcements

The Mayor thanked the Members who had attended the various park visits and The Meadows play area opening recently. He advised Members that at a recent award ceremony the Town Council had been awarded a Four Star Award for Poltair Park.

It was **RESOLVED** to formally thank the Grounds Maintenance Team for all of their hard work.

C/17/133) Public Participation

There were no members of the public present other than representatives of St Austell BID and White River Place. The Mayor agreed that they should be allowed to speak under agenda item 9.

C/17/134) Members' Questions

There were no Members' questions.

Councillor Bull arrived during the next item

C/17/135) St Austell BID – Pirate FM

The Mayor welcomed Annette Miller (St Austell BID Manager) and Richard Hurst (White River Place) to the meeting. Mr Hurst explained that the BID and White River Place hoped that the Town Council would join with them to fund a third year of Pirate FM jingles promoting St Austell. He explained that a reduced contribution of £2,000 was being requested. He felt that it was important that all parties should work together to try to challenge and counter negative views about St Austell and that the radio campaign had been successful in raising the profile of St Austell. Mr Hurst felt that another year of the campaign would be valuable, particularly when linked with social media and other forms of promotion.

Councillors Palmer and Pears spoke in support of the radio campaign, reiterated their interest in this matter and left the room.

Members discussed a number of issues relating to marketing and the radio campaign including:

- The difficulty in measuring the effectiveness of a radio campaign
- The demographics of Pirate FM listeners
- The potential to use other marketing media including the Cornwall Channel and Facebook
- The extent to which promotional material should be realistic
- The extent to which radio campaigns offer value for money
- Whether 2018/19 should be the final year of the radio campaign
- The BID levy payable by the Town Council for the Priory Car Park/Toilets and Library;
- The sign off arrangements for the campaign

It was **RESOLVED** to provide a contribution of £2,000 to support the radio marketing campaign for the 2018/19 year.

It was **FURTHER RESOLVED** to explore alternative forms of marketing in conjunction with partners such as the BID, White River Place and the Chamber of Commerce including, but not exclusively the Cornwall Channel.

Mr Hurst thanked the Town Council on behalf of the BID and White River Place for their support.

Councillors Palmer and Pears returned to the meeting

C/17/136) Acorn Drive

The Town Clerk introduced a report regarding the potential transfer of land from Cornwall Council to the Town Council for the creation of 6 to 7 allotments. He advised that potentially approximately £12,000 worth of Section 106 funding was available but after deducting the legal costs of the Duchy, Cornwall Council and the Town Council, there was likely to be insufficient to meet the cost of clearance works and fencing.

Members discussed the poor vehicular access and lack of parking, the benefits of leaving the land as an area for nature, the potential for nuisance from an allotment site and the dangers associated with the railway line and the crossing nearby.

Members asked for clarification about how the Section 106 monies would be used if they were not used for this purpose.

It was **RESOLVED** to thank Cornwall Council for their offer and advise that they do not wish to take the land and develop it for allotments.

C/17/137) General Data Protection Regulations (GDPR)

The Deputy Town Clerk introduced a report on the General Data Protection Regulations (GDPR) which will come in to force on the 25th May 2018 and will impose more stringent controls on the use and storage of data. She outlined 11 actions that are needed to ensure that the Council is compliant with the new regulations and explained that recent training provided by Cornwall Council had been reassuring and that while the regulations will require a significant amount of work, they will not be as onerous as originally thought. She explained that there was a need to appoint a Data Protection Officer and that there were differing views about who would be most appropriate for this position but that the Cornwall Council advice was that the Town Clerk was the most appropriate officer for this position. She outlined the need to:

- Review the lawful basis for processing personal data;
- The need to report information security breaches;
- The need to ensure IT systems were appropriate;
- The need to review policies and procedures;
- The need to review contracts and in particular those contracts where contractors dealt with personal data on behalf of the Council;
- The need to ensure that staff and Councillors who handle personal data are trained appropriately;

Members raised a number of issues including:

- The benefits of having dedicated Town Council e-mail addresses;
- The need to dispose of confidential waste properly;
- The importance of the document disposal policy and the regular disposal of both paper and electronic records once they were no longer needed;
- The risks associated with passing on e-mails to third parties

It was **RESOLVED** that Members should:

1. Note the report;
2. Appoint the Town Clerk as the Data Protection Officer;
3. Approve the revised document disposal policy.

C/17/138) Local Council Award Scheme

The Clerk introduced a report and explained the procedure for applying for Foundation Status under the Local Council Award Scheme. He explained that this would be a recognition of the quality of the Town Council and a stepping stone to reaching higher levels of accreditation.

Councillor Pears advised that St Austell Town Council was held in high regard in Cornwall Council and he felt that this was a fantastic initiative.

It was **RESOLVED** to:

1. Approve the principle of applying for Foundation Level Status under the Local Council Award Scheme;
2. Confirm that the Council publishes on-line information that satisfies criteria 1-15;
3. The Council believes that it meets criteria 16-23 of the Foundation Scheme.

C/17/139) Operations Manager Report

The Deputy Town Clerk advised that the Operations Manager could not be present and introduced his report which set out a number of issues including:

- The annual RoSPA inspection which had identified two pieces of play equipment which needed maintenance;
- The winter maintenance work undertaken;
- Improvements made to The Meadows Park;
- Investigative work being undertaken to identify ways in which Bethel Park might be improved;
- New arrangement for grass cutting rounds for the forthcoming season;
- Works in the pipeline for the early summer;
- Cornwall Council Section 106 projects update

It was **RESOLVED** that the report of the Operations Manager should be noted.

C/17/140) Schedule of Meetings

Members noted the proposed schedule of meetings and discussed the possibility of the Planning & Regeneration Committee meeting more frequently.

It was **RESOLVED** that the proposed calendar of meetings be approved and that the Finance and General Purposes Committee review the schedule and frequency of meetings in due course.

*** In the interest of expediting the business of the meeting due to the adverse weather conditions, the Mayor agreed to deal with the Committee minutes next***

C/17/141) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the meeting of the Planning and Regeneration Committee held on the 12th February 2018.

C/17/142) Finance and General Purposes Committee

The Town Clerk highlighted a recommendation to approve annual funding in the sum of £20,000 to Young People Cornwall until 2020/21 subject to satisfactory performance (Minute F/17/76 refers).

It was **RESOLVED** to approve the **RECOMMENDATION** of the Finance and General Purposes Committee contained in minute number F/17/76.

Councillor Heyward abstained from voting on this item

It was **RESOLVED** to note the minutes of the meeting of the Finance and General Purposes Committee held on the 26th February 2018.

C/17/143) Community Committee

It was **RESOLVED** to note the minutes of the meeting of the Community Committee held on the 5th March 2018.

C/17/144) Members appointed to outside bodies update reports

Councillor Palmer advised that he had attended a CALC Larger Councils Group meeting and received presentations on the General Data Protection Regulations and Speedwatch. He offered to talk separately to any Members interested in the Speedwatch Scheme.

He also advised that he had attended a BID meeting on the 6th March 2018 at which concern had been expressed about a lack of visible Police presence in the Town centre. Some anti-social behaviour issues were being experienced with young people and two rough sleepers had been identified recently. The BID would be paying for some extra security patrols around Easter.

Councillor Brown advised that SABEF had a meeting later this week and that they would be launching their Place Shaping Scheme on 9th May 2018.

C/17/145) Cornwall Councillor update reports

Councillor Heyward advised that she had taken part in a community walkabout organised by the Safer Cornwall team with two other town Councillors today.

C/17/146) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 31st January 2018 to 8th March 2018 totalling £125,356.11 be approved.

C/17/147) Dates of Meetings

It was noted that the next Town Council meetings were due to take place on Tuesday 8th May 2018 (Parish Meeting) and Monday 14th May 2018 (Annual Town Council Meeting).

The meeting closed at 8pm.