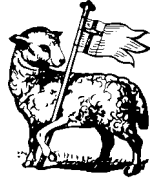


**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

The Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Our Reference:
RTC/400/1/Mtg
Date:
27th May 2020

See Distribution

Dear Councillor

Meeting of the Council – 1st June 2020

You are summoned to attend a Meeting of the Redruth Town Council to be held remotely and virtually, on Monday 1st June 2020. Proceedings will commence at 7 p.m., so please ensure you have connected to the meeting by 6:55 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', with a long horizontal line extending to the right.

Peter Bennett
Town Clerk

#

Enclosures

Agenda and associated documentation.

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

President, Redruth Chamber of Commerce

Inspector Shields, Devon & Cornwall Constabulary

Meeting of the Redruth Town Council

1st June 2020

AGENDA

PART I - PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. To approve Amendments to the Town Council's Standing Orders. [See report attached]
4. *To suspend Standing Orders to allow the public to speak.*
5. To allow the public to put questions to the Council about items on this agenda.
6. *To reinstate Standing Orders.*
7. To receive the Town Mayor's announcements. [See report attached]
8. To confirm the Minutes of the:
 - 8.1 Monthly Meeting of the Council held on 16th March 2020. [Minutes attached]
9. To receive the Town Clerk's report. [Report attached]
10. To receive Correspondence:
 - 10.1 Email from Cornwall Council concerning grass cutting along Sandy Lane. [See email attached]
 - 10.2 Email concerning new CCTV camera at Clinton Passage, with quotation. [See email attached]
11. To approve meeting protocols for remote/virtual meetings.
12. Cllr H Biscoe puts the proposal that "this Town Council holds its Annual General Meeting as soon as practicable".
13. To agree dates moving forward through 2020.
14. Requests for financial assistance. [See Schedule and attachments]

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 1st June 2020

1.0 **SUBJECT OF REPORT: Remote Meetings Protocol and Procedures – Amendments to Standing Orders**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|-----|
| a. | Policy | - | Yes |
| b. | Financial | - | No |
| c. | Legal | - | Yes |

3.0 **TERMS OF REFERENCE**

- 3.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

4.0 **REPORT**

- 4.1 Legislation brought in under the Coronavirus Act 2020 allows for councils to hold remote or virtual meetings. To enable us to utilise this power we need to amend the Town Council's Standing Orders to reflect the changes.
- 4.2 Attached and included within our Standing Orders are the NALC/CALC suggested amendments (shown in *italics*) that need to be made and should be approved by Council in order for us to comply with the legislation and to enable us to utilise remote or virtual meetings.
- 4.3 The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.
- 4.4 It should be noted that these regulations remain in force until 7th May 2021, or earlier if repealed.

5.0 **RECOMMENDATIONS**

- 5.1 It is recommended that consider and approve the amendments to the Town Council's Standing Orders as outlined.

Peter Bennett
Town Clerk

be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

1.27 Meetings shall not exceed a period of 3 hours.

1A. REMOTE MEETINGS PROTOCOL AND PROCEDURES

1A.1 *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings.*

These regulations remain in force until May 7th, 2021 or earlier if repealed.

1A.2 General

1A.2.1 *The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.*

1. Annual Meeting

- a. *The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to 7th May 2021, may only take place:*
 - i. *where called by the Chair or*
 - ii. *following a resolution calling for an annual meeting being passed at an ordinary or extra ordinary meeting of the Council.*

2. Access to Information

- a. *Where a document is required to be 'open to inspection' this shall include published on the website of the council.*
- b. *Where a document is required to be published and made available at the council's offices, this shall include published on the website of the council.*
- c. *Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include published on the website of the council.*

3. Remote Access to Meetings

- a. *The definition of meeting within the Council's standing orders is amended so that*
 - i. *'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers*
 - ii. *'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming*
 - iii. *where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.*
- b. *If the Council becomes aware that the its technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.*
- c. *If public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.*

4. Councillors in Remote Attendance

- a. *A councillor in remote attendance is present and counted for the purposes of the quorum when they can:*
 - i. *hear and where practicable see other members of the council*

- ii. *hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman*
- b. *A councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 4 a. are not met.*
- c. *Subject to 4 b. the Chairman may if appropriate:*
 - i. *adjourn the meeting to permit conditions for remote attendance to be re-established*
 - ii. *count the number of councillors in attendance for the purpose of the quorum*

5. Remote attendance by members of the public

- a. *A member of the public is in remote attendance when they can:*
 - i. *hear and where practicable see and so be heard and where practicable seen by members of the council at the meeting*
 - ii. *hear and where practicable see and so be heard and where practicable seen by other members of the public attending the meeting including those wishing to speak during the public session or as invited by the Chairman*
- b. *A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 5 a) are not met.*
- c. *Subject to 5 b. the Chairman may if appropriate*
 - i. *adjourn the meeting to permit conditions for remote attendance to be re-established*
 - ii. *vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.*

6. Remote Voting

Unless a recorded vote is demanded, the Chair will take the vote by:

- a. *confirmation of the meeting that there is agreement or*
- b. *a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded.*

7. Code of Conduct – councillors excluded from the meeting

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, the means of remote attendance and access will be severed whilst any discussion or vote take place.

8. Exclusion of the press and public

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then:

- a. *The means of remote attendance and access to the meeting by members of the press and public will be severed*
- b. *Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.*

2. FILMING AND RECORDING MEETINGS

- 2.1 When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:
 - a. film, photograph or make an audio recording of a meeting;

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 1st June 2020

1.0 **SUBJECT OF REPORT: Town Mayors Announcements**

2.0 **SUMMARY OF IMPLICATIONS**

- a. Policy - No
- b. Financial - No
- c. Legal - No

3.0 **TERMS OF REFERENCE**

3.1 Please see below a report from the Town Mayor on her activities since the last meeting.

4.0 **REPORT**

4.1 Introduction

Since the start of the crisis I have been working very closely with the Community Link Officer to provide her with information about local residents and to allow her triage enquires.

From the beginning of the pandemic we were asked to signpost all residents via the Community Link Officer, to enable Cornwall Council to form an overview of the issues people were having and to allow them to triage them to the appropriate body. Most often this has been Volunteer Cornwall whose responsibility it has been to allocate resources appropriately.

4.2 CPIR Town and Council Parish Forum

This group was set up by the community Link Officer to share information primarily around the CV189 Pandemic. So far there have been two meetings conducted over the Teams Platform with a selection of local council represented. Issues are broadly similar across the network area and councils have been able to share best practice, raise awareness of issues and provide help and advice to other participants.

4.3 Mayor's Meeting

I attended a virtual meeting of Cornwall's Mayor's which was attended by 16 representatives. Topics for discussion included how councils are dealing with public amenities, virtual meetings, beach safety and the lifting of restrictions. It is intended to hold another meeting at a date to be confirmed.

4.4 Police Matters

There have been a few incidences of criminal activity; ASB, drug-dealing and vandalism, which have been Brought to my attention and reported to the police.

The Warrens' Bakery rear entrance in Clinton Passage was subject to an attempted break in and subsequently two windows which were broken have now been boarded up.

I attended a meeting at the site with the local PCSO and representative from SSE to look at the possibility of installing an additional CCTV camera. The cost and time scale will be reported back to the Town Clerk and will be brought to the Town Council for discussion.

4.5 Local Businesses

I can report that a very high percentage of local businesses have applied for and been successful in receiving the governments CV19 grants. Cornwall Council is to be commended for their swift

response to the majority of cases. I have been in discussions with a couple of businesses who have fallen through the gaps in eligibility and this remains an ongoing process as those unable to access grants are facing increasing financial pressures.

4.6 PPE

Redruth School have been making face shields through their DT department and we were able to help some local businesses to continue operating by providing them with this essential PPE.

4.7 Local Resident stranded in India

I was approached by a local resident who has a family member currently stranded in India and unable to return to the UK. The local M.P.'s office are now dealing with this case.

4.8 Town Team

A couple of local businesses approached the Chamber of Commerce regarding the number of calls they were receiving from local residents requiring deliveries of essential groceries. Whilst supermarkets do offer a delivery service, the number of delivery slots available, particularly at the beginning of the crisis, were severely limited and a lot of people living alone could not meet the minimum order requirements.

Hideaway77 very kindly agreed to loan their minibus and along with some volunteer drivers and delivery personnel the Redruth Town Team was born. We have been providing a free weekly delivery service to a number of local vulnerable and isolating residents of fresh meat, fruit & veg and essential groceries.

4.9 Residents

I have spoken to a large number of local residents, particularly in the first weeks of the crisis. The main issues have been the collection of prescriptions, accessing food and accessing money (pensions/getting to the bank), particularly for the very elderly.

I was contacted by a gentleman trying to locate a Redruth man who had sadly passed away suddenly overseas and they were trying to locate his family. With the help of Cllr Broad I was able to locate the family and put them in touch with the relevant authorities.

5.0 **RECOMMENDATIONS**

- 5.1 It is recommended that Members consider and approve the protocols for remote/virtual meetings outlined above.

Cllr Deborah Reeve
Redruth Town Mayor



The Chambers, Penryn Street, Redruth, Cornwall TR15 2SP

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council held in The Council Chamber, The Chambers,
Penryn Street, Redruth on Monday 16th March 2020

Present:	Cllr Ms D Reeve Cllr S Barnes Cllr Mrs A Biscoe Cllr H Biscoe Cllr P Broad Cllr Mrs B Ellenbroek Cllr C Garrick Cllr I Thomas	Town Mayor
In attendance:	Mr P B Bennett Ms A Hunt Ms K Lawer Ms L Cantrill Ms S Sandercock	Town Clerk Office Administrator Cornwall Housing Skylite Associates Ltd Skylite Associates Ltd

PART I – PUBLIC SESSION

1358.1 **Apologies for absence**

Cllrs Brown, Ms Page and Tregunna (unwell); Cllr Mrs Davidson (family commitments); Cllrs Bishop and Ms MacCaul (other commitments).

1358.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**

None were declared.

1358.3 **To confirm the minutes of the:**

1358.3.1 *Monthly Meeting of the Council held on 24th February 2020*

RESOLVED by Majority to confirm the minutes of the Monthly Meeting of the Council held on 24th February 2020 as a true and accurate record of proceedings [Proposed Cllr Garrick; Seconded Cllr Barnes] Cllr Broad abstained as he had not been present at the meeting.

1358.4 **To receive the Town Clerk's report**

A report had been circulated prior to the meeting. There was no update in relation to the Knife Angel or Redruth Digital Town Trail.

1358.4.1 Unanimously RESOLVED that Redruth Town Council contribute to the cost of seats along the lower path and bitmac surfacing at Trefusis Park. [Proposed Cllr Mrs Ellenbroek; Seconded Cllr Biscoe]

1358.5 **Antisocial Behaviour – to receive an update on the situation at The Elms and to meet the Outreach Worker appointed**

Ms Lawer introduced herself to those who had not already met her and advised that the intended Outreach Worker was unfortunately off work unwell. A meeting would shortly take place to identify someone suitable. Ms Lawer further advised that a productive meeting had taken place with the Police, who would work closely with the Outreach Worker, and all contact details had been exchanged. The Outreach Worker would be in possession of a contact telephone and be easily identifiable. Ms Lawer would forward the job description and an outline of the work being undertaken at The Hub to Cllr Ms Reeve for onward circulation. She would also ensure that the Town Council was kept updated and endeavour to attend future meetings. Ms Lawer stated that she felt the working relationship with local residents was much better, and that she herself was happy to receive calls from the Town Council. In response to a question, she advised that The Hub could take a maximum of twelve users and was currently full. Cllr Mrs Ellenbroek thanked Ms Lawer for a productive meeting and suggested that people were much more amenable if they knew what was going on. Councillors thanked Ms Lawer for her attendance and her efforts to address concerns.

1358.6 **To receive and approve the Schedule of Accounts**

1358.6.1 Unanimously RESOLVED that the accounts schedule be approved. [Proposed Cllr Barnes; Seconded Cllr Biscoe]

1358.7 **To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (organisational and staffing review), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act**

1358.7.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (organisational and staffing review), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr Biscoe; Seconded Cllr Mrs Biscoe]

1358.8 **To receive an interim report from Skylite Associates Ltd on the Organisational and Staffing Review currently being undertaken**

Skylite Associates Ltd gave Members a full and detailed interim report on their findings on the Organisational and Staffing Review which they were carrying out on the authority of the Town Council.

The report and draft recommendations were well received by the Council, and it is hoped that the final report, with recommendations, can be given to Council at the end of April 2020.

Town Mayor

Redruth Town Council
Town Clerks Report
Meeting Date: 1st June 2020

Mtg Ser No	Item	Action	Response
Other	Move to Alma Place		<p>As you know the move to Alma Place coincided with "lockdown". However, the library is now "moved" and most furniture and equipment has been moved from The Chambers. Refurbishment work is almost complete.</p>
Other	Library		<p>The Library team will commence work in Alma Place from 1st June in anticipation of recommencing limited library and information service from 6th July, subject to government guidelines.</p>
Other	Facilities Team		<p>The Facilities Team have recommenced work and are busy catching up with work on footpaths and green spaces at this stage whilst observing social distancing guidelines.</p>
Other	Police Insp		<p>Please be aware that Insp Billy McWhirter has moved to another appointment and the new Sector Inspector for Camborne/Redruth is Insp Johanna Shields</p>
Other	<p>Disqualification of Annette Maccaul as a Member of the Town Council</p>		<p>Regret to announce that as Annette Maccaul failed to attend any meeting of the Council for a period of 6 months she has now been disqualified as a Member – procedure underway to recruit.</p>

Helen Fearnley <[REDACTED]>

Thu 21/05/20 11:30

To: Cllr D Reeve; Peter Bennett (Town Clerk)

Cc: Jon Mitchell; Marks Tom; Ralph Melissa

Information Classification: CONTROLLED

Sandy Lane Verges - Perimeter cuts to keep long grasses and flowers

Hi Deborah and Steve

Cornwall Council and CORMAC will be resuming grass cutting over the forthcoming few weeks as staff return from furlough.

As our road verges have had the chance to grow and turn into good pockets of habitat for our wildlife, we would like to trial a new wildlife sensitive approach to verge cutting. Liskeard, Penryn, Penzance, Redruth and Saltash have been identified as potential trial towns, as council staff have worked closely with town councils for the Green Infrastructure for Growth / Making Space for Nature projects.

In Redruth, we would like to trial the new wildlife sensitive approach to cutting on the Sandy Lane verges only. The intention is to make the sites look cared for by strimming around the edges to stop grass is dropping onto footpath's and to ensure visibility splays et cetera are maintained, and at the same time allow much of the sites to return to its natural flora. Signs will be placed along the verges that are perimeter mowed to inform the public it is for the benefit of wildlife.

I understand the management will take the following shape:

June: cut perimeters with long grass up to where wildflowers are. Remove any coarse weeds such as Thistles and Docks by physical removal or strimming if extensive. Finished cut height of grass to be 50mm. Install sign to advise of wildflower/ pollinator area.

July, August, September: cut areas where the wildflowers have flowered and set seed. Leave areas of wildflowers that have not finished. Continue with physical removal of coarse weeds. Finished cut height of grass to be 50mm. Check that wildflower/ pollinator area signs are in place and reinstate if necessary.

In addition, the council will respond with reactive cut to complaints of nuisance such as encroachment to adjacent properties – cut a mowing strip as a buffer between the verge and the boundary.

I would like to make it clear that this is a trial to explore how operationally this new management works, how long it takes, how easy it is and to see what the response is from the public is like. The trials will be a good opportunity to get to grips with the new cut and collect machines 'Grillo's'.

I understand the next town council meeting will take place on **Monday 1st June**, and I would be very grateful, if this matter could be discussed, as we would only want to progress with the support of Redruth Town Council.

For transparency, this trial is outside of the Making Space for Nature project, so although I would not be the focal point of contact, I can make sure any queries are quickly directed to the right people.

With thanks and best wishes

Helen

Helen Fearnley PhD MCIEEM

Making Space for Nature

Public Space Team

Kind Sarah [REDACTED]
Wed 20/05/20 12:23

To: Peter Bennett (Town Clerk)
Cc: Ellenbroek Barbara CC <barbara.ellenbroek@cornwallcouncillors.org.uk>

Dear Peter,

Hope you are well? Following the site visit, please find attached the quote for the additional camera in Clinton Passage. Please let me know how you would like to proceed. I look forward to hearing from you. 😊

Kind regards

Sarah

Sarah Kind
Business Development Manager (Critical Control)

Cornwall Fire and Rescue Service Business

Cornwall Fire, Rescue and Community Safety Service
Resilient Cornwall, Neighbourhoods Directorate
Cornwall Council



Your Ref:
Our Ref : 675026/C001

Cornwall Council
Western Group Centre
Radnor Road
Scorrier
Cornwall
TR16 5EH

Unit 20
Walkham Business Park
Burrington Way
Plymouth
Devon
PL5 3LS

Tel : 01752 755579
Fax : -

FAO: Craig Taylor
Dear Mr Taylor

20/05/2020

Scheme title : CCTV - New Camera, Clinton Passage, Redruth

We thank you for your recent enquiry and have pleasure in submitting our quotation as follows:-

Supply and install a new wall mounted Bosch Autodome IP5000 HD IR PTZ camera.
A feeder pillar will be installed to house all CCTV power supplies.
All as detailed in the attached bill of quantities.

For the sum of £7,183.19
This price is exclusive of VAT.

The above quotation is subject to works being carried out through our existing contract with Cornwall Council.

SSE Contracting are actively monitoring developments surrounding COVID-19 in order to comply with government or other authority guidelines. In the event special restrictions or other restrictive measures are imposed, it may impact our ability to deliver the Services or Goods due to availability of staff, materials or restrictions on movement in the UK. SSE Contracting shall use reasonable endeavours to reduce or avoid the impact of these matters but reserve the right to revisit costs and or programme should this prove necessary.

Thank you for your enquiry and should you require any further details, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Craig Taylor', written over a faint, light-colored signature line.

REPORT FOR: Meeting of the Council 1st June 2020

1.0 SUBJECT OF REPORT: Meetings – Protocols to be observed during remote/virtual meetings

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - Yes
- b. Financial - No
- c. Legal - Yes

3.0 TERMS OF REFERENCE

3.1 As we adapt to conducting our business by remote/virtual meeting we need to adopt some principles and protocols for how we conduct/manage meetings going forward.

4.0 REPORT

4.1 The following is a list of recommended protocols Members should follow whilst attending remote Council meetings. The list is neither exhaustive or the final agreed protocols, but should be seen as a starting point and that they can be amended and altered to suit best practice and procedures in future remote meetings:

- a. Invitation will be for 7 p.m. – please join the meeting at least 5 minutes before the meeting commences – we will start promptly at 7 as we would in the Council Chamber
- b. Try wherever possible to have no other person/distraction in the same room as you are throughout the meeting; and certainly not if we are discussing a matter under Part 2.
- c. Meeting to start with a roll call where each Member will confirm that they can hear and where practicable can see everyone – this is to ensure that you are “present” and therefore are one of the quorum needed to run a meeting
- d. The Code of Conduct still applies to these meeting and as such you will have to declare any interests applicable to you at the beginning of the meeting or when you become aware and are still required to leave the meeting at the appropriate time – we will call/email you when you are able to re-join the meeting
- e. Keep your microphone “muted” at all times unless you are invited to speak
- f. When you wish to speak either use the “Hands Up” facility on Teams or if you are an Apple user physically put your hand up
- g. When speaking Members are requested to have their video switched on so other members and the public can see them.
- h. Members are currently requested not use the “Message Chat” facility during the course of a meeting.
- i. When voting on a motion a roll call will be taken and each member will reply for, against, or abstain
- j. As meetings will include public access and probable website access and live streaming, Members are requested not to eat during the course of the meeting – drinking is fine providing it is NOT alcohol.

k. Meetings will be recorded so that we are able to put them on our website for public access.

4.2 As we all adapt and come to terms with remote meetings these protocols will help us in our business. They do not supersede the Town Council's Standing Orders but are merely an aid to managing and communicating during remote meetings.

5.0 **RECOMMENDATIONS**

5.1 It is recommended that Members consider and approve the protocols for remote/virtual meetings outlined above.

Peter Bennett
Town Clerk

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 1st June 2020

1.0 **SUBJECT OF REPORT: Dates of Meetings for Municipal Year 2020-2021**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|-----|
| a. | Policy | - | Yes |
| b. | Financial | - | No |
| c. | Legal | - | Yes |

3.0 **TERMS OF REFERENCE**

- 3.1 The dates for Council and Committee Meetings for the Municipal Year 20-21 were set and agreed at our meeting in February 2020. Since then with Covid-19 and the change in meeting legislation outlined in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 it seems sensible to re-consider the dates of meetings going forward.

4.0 **REPORT**

- 4.1 following on from the change in legislation and the need to now conduct council business at remote or virtual meetings we should re-consider our meeting dates going forward.

- 4.2 As we all adapt and come to terms with remote meetings it is recommended that the following dates be approved:

Council Meetings: 1st June 2020; 6th July 2020; and 3rd August 2020.

Amenities, General Purposes, and Audit & Accounting Governance Committees: on hold until September 2020.

Planning Committee: Procedure adopted in the light of lockdown be continued, until such times as staff are trained and able to use "Teams" software for meetings.

- 4.3 This recommendation would allow us all time to come to terms with the new procedures for meetings and we can look at reviewing the situation at our proposed meeting in August 2020 with a view to reverting back to the original meeting timetable from September, guidelines permitting.

5.0 **RECOMMENDATIONS**

- 5.1 It is recommended that Members consider and approve the amendments to the Town Council's Meeting dates as follows:

Council Meetings: 1st June 2020; 6th July 2020; and 3rd August 2020.

Amenities, General Purposes, and Audit & Accounting Governance Committees: on hold until September 2020.

Planning Committee: Procedure adopted in the light of lockdown be continued, until such times as staff are trained and able to use "Teams" software for meetings.

Redruth Town Council
Appeals Schedule
Meeting Date: 1st June 2020

Budget 2020/2021: £5000		Allocated to date: £NIL	Balance available: £5000	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Redruth Cricket Club	Redruth Cricket Club run and maintain 2 cricket grounds in Redruth, one on Trewirgie Hill but also one at Redruth School. The current grass mowing equipment is old, unmanageable and requires replacing due to its poor condition. It would not be financially viable to have it repaired. They are seeking a grant of £3595 for this equipment (total cost £3595)		2000 - £500
2.	Mayes Creative	This project would like to provide project postcards with a space left blank for children to draw or write something 'to offer a little happiness' to someone who are isolating at home. These cards will then be distributed to those who are self-isolating or need to be shielded at home – it is important to remember that these people have just been sent a letter by the NHS encouraging them to continue to stay at home for another 12 weeks. This second phase may end up being the time when people are most in need of a little contact and encouragement from their wider communities – this project hopes to contribute to this. They are looking for a contribution of £300 towards an overall cost of £470		NIL

GRANT APPLICATION FORM

Name of Organisation: Redruth Cricket Club

Organisation type
(Please circle one option)

Community Group

Registered Charity

CASC00437

Give the name and status of two representatives authorised to make the application:

Name: Jack Hale

Name: Mark Richards

Address

██████████
██████
██████
██████

Address

██████████
██████
██████

Tel No: ██████████

Tel No: ██████████

Email address: ████████████████████

██

Position Held: Committee Member

Position Held: President

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

As a cricket club we host a range of sporting fixtures for 5 senior teams, including one ladies team, and host training and matches for 50+ juniors from age 5-15. The club has well over 100 members and is well respected across Cornwall for its recent successes.

The club encourages the local community to engage in an open and welcoming sport whilst providing a space for local events and functions.

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere)

Redruth Cricket Club run and maintain 2 cricket grounds in Redruth, one on Trewirgie Hill but also one at Redruth School. The current grass mowing equipment is old, unmanageable and requires replacing due to its poor condition. It would not be financially viable to have it repaired.

We have sought quotes to replace our current mower with quotes in a region of £3,500. As a cricket club we have recently invested heavily at the main ground at Trewirgie Hill building a new changing facility and completely overhauling the pavilion to make it a bright and modern facility for the community. This project has severely dented our financial reserves and we are seeking support no matter how small from Redruth Town Council for help in purchasing the new mowers which will be used at Redruth School.

The school pitch is used by the cricket club and the school and is the breeding ground for all of our young local cricketers to learn their trade from older skilled players. This will not only benefit the cricket club but the school and its sports teams too.

Please give a detailed breakdown of the costs of your project/activity

Mower - £3,595 – preferred quote attached.

Estimated start and end date for the project/activity: May 2020

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

The club currently raises all of its money through England and Wales Cricket Board grant funding, renting out the building for functions, membership, social events including quizzes, raffles, games nights, sporting tv fixtures and hosting cricket games.

Grant requested from Redruth Town Council:	£3,595
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How do you know there is a local need for your project/activity? Please give recent evidence.

The club hosts a match at Redruth School every Saturday from April – September for players aged 13-80! Each game consists of 22 players plus a number of officials which would be 400+ persons benefitting not just from Redruth Cricket Club, plus the schools benefit in using the facility.

Mowers last for many years and this will continue to support the local community exponentially in years to come in a time when local participation in sport is on a national decline. For a town of Redruth's size to maintain 5 senior teams and a range of junior teams is a very commendable achievement and one that the committee works hard to maintain continuously.

Who and how many people in the Redruth Parish will benefit from your project/activity?

400+ in 2020 directly and more indirectly as this would free up investment into other areas of the Redruth School Ground which also requires money to repair and maintain the changing facilities.

How long have you been fundraising for this particular project:

The club are doing continuous ongoing fundraising 4/5 days a week by opening up the club house during the summer season. This is likely to be heavily dented in 2020 due to the Corona Virus outbreak which will damage our ability to host events and raise any money.

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

Not to my knowledge.

Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why

Please find attached the clubs bank statements for the last 3 months and the previous year's accounts as published for the AGM.

Name of payee: Redruth Cricket Club
(this must be a group or association and cannot be an individual)

Please write here anything else you wish to say about your application:
If you have any queries at all please do not hesitate to give me (Jack Hale) a call to discuss and I will do my best to answer any queries you have.

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated

Signature:

Signature:

GRANT APPLICATION FORM

Name of Organisation: Mayes Creative

Organisation type <small>(Please circle one option)</small>	Community Group	Registered Charity	Voluntary Organisation	Statutory Agency
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Give the name and status of two representatives authorised to make the application:

Name: Joanna Mayes	Name: Carolyn Kennett
Address [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Address [REDACTED] [REDACTED] [REDACTED]
Tel No: [REDACTED]	Tel No: [REDACTED]
Email address: [REDACTED]	[REDACTED]
Position Held: Creative Director/director	Position Held: Projects coordinator/director

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

Mayes Creative offer creative engagement opportunities for communities in Cornwall. We have previously worked with Redruth and the (as was) Cornish Studies library, Redruth 2000 and Pennoweth School on a Murdoch themed animation project, Golow Gas. We have also recently provided a day trip to Boscowen Un stone circle for families from CN4C as part of a heritage project. We have planned project activities, postponed as part of the lockdown measures, in partnership with Kresen Kernow, Redruth Youth Café and Pennoweth School as part of our Watching The Sun programme; we are hoping to rearrange for this autumn.

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere)

This project would like to provide project postcards with a space left blank for children to draw or write something 'to offer a little happiness' to someone who are isolating at home. These cards will then be distributed to those who are self-isolating or need to be shielded at home – it is important to remember that these people have just been sent a letter by the NHS encouraging them to continue to stay at home for another 12 weeks. This second phase may end up being the time when people are most in need of a little contact and encouragement from their wider communities – this project hopes to contribute to this.

This project is designed to support inter-generational contact and support during this lockdown period. We are all aware that this kind of contact has become the most difficult, especially with many older people needing to be shielded by staying at home; many others are choosing to stay mainly at home. We are fortunate that in Redruth there are supportive community groups who have located people who are most vulnerable and most at risk of losing contact with others. We will initially be working with Pennoweth School (moving on to other schools/community groups like CN4C) to distribute our blank postcards, via their school packs and food delivery schemes, and also to collect them on completion. These will then be collected and returned to the Redruth Town Project who will distribute the completed cards to people who are on their food delivery scheme and also to other vulnerable/self isolating members of the community. This may well include those who will be staying at the Penventon Hotel move-on hospital care facility.

There is also a possibility that this project will develop into a craft swap project, offering something positive to do for people who are staying at the Penventon Hotel move-on hospital care facility.

Please give a detailed breakdown of the costs of your project/activity

Postcard design and print - £170

Project planning, administration, contribution to website and social media - £330

Postage and delivery – support in kind

School and delivery administration – support in kind

Estimated start and end date for the project/activity: Immediate and for the next few months

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

Feast Cornwall (contribution from Ignite Funding, agreed) - £200

In kind support from:

Redruth Town Project – administration support 0.5 day @ £200

- saving of postage costs @ .60 x 2 per postcard £220

Pennoweth School

- School administration time 0.5 day @ £200

Mayes Creative overheads funded from our ongoing Heritage Lottery Fund project (Watching The Sun)

Grant requested from Redruth Town Council:	£300
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How do you know there is a local need for your project/activity? Please give recent evidence.

Both Pennoweth School and Redruth Town Team food delivery project are keen to be involved in the children's postcard project as they both agree that everyone is missing out on intergenerational contact. The Town Team are delivering to the most vulnerable and isolated people in the town and we are all hopeful that these little postcards will help these isolated people to feel that they haven't been forgotten by the young people of the town. Cornwall Care have asked for craft activities for those in their care at Penventon Hotel.

Who and how many people in the Redruth Parish will benefit from your project/activity?

At least 300 older/self-isolating people

At least 300 children (and their families)

How long have you been fundraising for this particular project:

Very quickly as we are trying to get these postcards out as soon as we can.

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

No.

Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why

Management Accounts for year 2018-19 attached

Name of payee: Mayes Creative

(this must be a group or association and cannot be an individual)

Please write here anything else you wish to say about your application:

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated

Signature:

Signature: