



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

Our Reference:
RTC/400/2/Mtg

Date:
30th May 2018

See Distribution

Dear Councillor

Meeting of the General Purposes Committee – 4th June 2018

You are summoned to attend a Meeting of the Redruth Town Council General Purposes Committee to be held in the Council Chambers, The Chambers, Penryn Street, on Monday 4th June 2018, commencing at 7:00 p.m.

The Agenda and associated documentation is attached for your information.

Yours sincerely

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Mrs Biscoe
Cllr Broad
Cllr Mrs Davidson MBE
Cllr Mrs Ellenbroek
Cllr Ms Eyre
Cllr Garrick
Cllr Ms Reeve
Cllr Dr Spargo
Cllr I Thomas
Cllr Tremayne

Information:

All other Town Councillors
Press & Public

Redruth Town Council
General Purposes Committee Meeting – 4th June 2018
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 suspend Standing Orders to allow the public to speak.*
4. To allow the public to put questions to the Committee relating to any items on this agenda.
5. *To reinstate Standing Orders.*
6. To confirm the minutes of the meeting of the General Purposes Committee held on 9th April 2018. [Minutes attached]
7. Town Clerks Report. [See Report attached]
8. To receive correspondence.
9. Reports from Members/Officers:
 - 9.1 Community Projects Manager on her work to date. [CPM – see report attached]
 - 9.2 Redruth Library Action Plan
10. General Data Protection Regulations 2018 – an update. [See report attached]
11. To elect Chairs of Festival Working Groups.
12. Requests for financial assistance. [See schedule attached]
13. To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (contracts in confidence; sensitive information), 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.

PART II – PRIVATE SESSION

14. To consider the awarding of the contract for the provision of Christmas Lights in the town for the period 2018-2020. [See report attached]
15. CCTV Management Report; Jan – Apr 18. [See report attached]



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

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

Town Mayor: Cllr T H Biscoe

Town Clerk: P B Bennett

Minutes Of A Meeting Of The Redruth Town Council General Purposes Committee Held In The Council Chamber, The Chambers, Penryn Street on Monday 9th April 2018

Present: Cllr Mrs J Davidson MBE Chairman
Cllr S Barnes
Cllr Mrs A Biscoe
Cllr P Broad
Cllr Mrs B Ellenbroek
Cllr Ms D Reeve
Cllr Dr T Spargo
Cllr I Thomas

In attendance: Mr P B Bennett
Mrs J Pascoe

Town Clerk
Administrative Assistant

PART I – PUBLIC SESSION

1240.1 To receive apologies for absence.

Apologies were received from Cllrs H Biscoe, Garrick and Tremayne (family commitments) and Cllr Ms Eyre (other commitments).

1240.2 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.

1240.3 To confirm the minutes of the meeting of the General Purposes Committee held on 5th February 2018

1240.3.1 RESOLVED by Majority that the Minutes of the General Purposes Committee Meeting held on 5th February 2018 be accepted as a true and accurate record of proceedings. [Proposed Cllr Mrs Ellenbroek; Seconded Cllr Mrs A Biscoe] Cllrs Mrs Davidson, Ms Reeve, Dr Spargo and Broad abstained as they had not been present at the meeting.

1240.4 Town Clerk's Report

A report was circulated prior to the meeting. The Town Clerk advised that Cllr Dr Spargo would be attending the initial meeting of the Safer Redruth partnership at Tolvaddon on 10th April. The report was noted.

1240.5 To receive correspondence

Mr Holland/Cllr Mrs Ellenbroek – Redruth Town and economic regeneration

Email correspondence between Mr Holland and Cllr Mrs Ellenbroek had been circulated to the members before the meeting regarding the economic regeneration of the town. Cllr Ms

Reeve advised that an invitation had been sent to Mr Holland to attend the next meeting of the Redruth Neighbourhood Development Plan Working Group for Town Centre, Tourism, Economy and Business on 10th April. The correspondence was noted.

1240.6 Reports from Members/Officers

Community Projects Manager on her work to date

A detailed report on the Community Project Manager's (CPM) work since the last meeting had been circulated prior to the meeting. Cllr Mrs Ellenbroek advised she had been given an advertising leaflet entitled "Feast of Cornish Festivals" listing sixty-two festivals of which three were in Redruth (St Pirans Day, Redruth International Mining and Pasty Festival and the Christmas events). Murdoch Day however was not included, and the CPM had suggested to her this may be because it was already well established. The Town Clerk advised that they would ensure Murdoch Day was included in future publications. Cllr Dr Spargo advised regarding item 4.4 of the report "Partnership Building" there was a local organisations co-ordinated approach on this. The Town Clerk advised that this had now been taken account of and were looking towards next year. Cllr Barnes enquired what the cost had been on cancelling the St Pirans festival. The Town Clerk was not able to give the figures at this stage but would report back. Cllr Barnes questioned whether alternative venues should be found that were under cover as St Pirans was so early in the year. Cllr Dr Spargo stated that as the schools involved had dropped out there had been no alternative but to cancel. Cllr Mrs Davidson stated that it had been the first time ever that St Pirans festival had been cancelled, and perhaps a cover for a walkway could be hired for the day. The report was noted.

1240.7 General Data Protection Regulations 2018

A report had been circulated prior to the meeting. The Town Clerk advised it would have a major impact going forward with much work to be done. A Data Protection Officer needed to be appointed but guidance was unclear at present if the Town Clerk would be able to take on this role. The Town Clerk and Office Administrator had recently attended a days training course, and would over the coming weeks discuss policies for the way ahead ready for when the new regulations came into force on 25th May 2018.. Regarding emails, the regulations stated the servers holding the information must be held in the European Economic Area (EEA), and therefore it was vital all councillors had a redruth-tc.gov.uk email address as soon as possible, as the server was in the UK and encrypted. All council business must be done through these email addresses only and not through private email or gmail addresses, and any breach would be investigated. The Town Clerk advised he would get the new email addresses in place for councillors as soon as possible and further report progress at the next meeting in June.

- 1240.7.1 Unanimously RESOLVED to note the Report in the first instance and agree that all Members use a "redruth-tc.gov.uk" email address as soon as possible [Proposed Cllr Mrs Davidson; Seconded Cllr Thomas]

1240.8 Requests for financial assistance

The requests for financial assistance were dealt with as per the attached Appeals Schedule.

- 1240.9 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions, and data protection), 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 Mrs Davidson, Seconded Cllr Mrs Ellenbroek]

PART II – PRIVATE SESSION

1240.10 The awarding of permanent contracts to Library Staff

1240.10.1 Unanimously RESOLVED to approve the award of permanent contracts to the SLIA and 2 LIAs who were transferred to the Town Council under TUPE regulations and that this becomes effective from 1st May 2018 [Proposed Cllr Mrs Davidson; Seconded Cllr Dr Spargo]

Chairman

Redruth Town Council
Appeals Schedule
Meeting Date: 9th April 2018

Budget 2018/2019: £3000		Allocated to date: NIL	Balance available: £3000	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Pond Lane Sheltered Housing Association	£750 towards providing trips for residents, normally 6 per year and includes Christmas Lights at Mousehole	Unanimously RESOLVED that we make a donation of £250 [Proposed Cllr Barnes; Seconded Cllr Dr Spargo].	£200 - 2015

Redruth Town Council
Town Clerks Report – General Purposes Committee
Meeting Date: 9th April 2018

Ser No	Item	Action	Response
1240.7	GDPR		Separate agenda item
1240.8	Request for Financial Assistance		Donation made to Pond Lane Sheltered Housing Assoc

General Purposes Committee Meeting
Correspondence Schedule
Meeting Date: 4th June 2018

1. Cllr M J Chappell – Resignation.
2. Email of compliments about Redruth Library Staff.
3. NALC – Discussion Paper – Shaping our Future: A Big Conversation

All other correspondence/information is contained as a package with these papers

From: Michael Chappell [REDACTED]
Sent: 22 May 2018 15:16
To: Town Clerk
Subject: Resignation

Redruth
22nd May, 2018

The Town Clerk - Redruth Town Council

Dear Peter

I am sorry to say that my health has continued to worsen and I am now having to undergo protracted treatment following bad medical news received.

It is therefore with huge regret that I now must tender my final resignation from Redruth Town Council on grounds of poor health.

I hope that my small contribution down these past years may have assisted. I shall miss my duties and I truly wish the Council well in the demanding times ahead. Redruth is lucky in its Council, both elected members and staff led most professionally in every instance.

Yours most sincerely

Michael J Chappell

PS. I handed the RTC tablet laptop on loan to me back to RTC for PAT testing. It was returned complete together with the charging wire, instruction booklets and original packaging.

-----Original Message-----

From: Cornwall Customer Services

Sent: 17 May 2018 12:58

To: Library and Information Service Feedback

Subject: Received a Compliment about your Directorate - Neighbourhoods - [REDACTED]

We have received the following Compliment about your Directorate - Neighbourhoods/Neighbourhoods and Public Protection.

You will be required to use Lagan virtual office to action the compliment, providing a department to assign it to and pressing the compliment complete button. This must be done within 10 working days. Reminders will be sent to your mailbox if this is not completed.

Link to case - [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Directorate: Neighbourhoods

Service: Neighbourhoods and Public Protection

Summary of comment: I would like to say how much i appreciated the help i received from the ladies at the Redruth one stop shop. Their service was amazing & without this service/kindness people would be lost (it is vital). This is a much needed service in times where cutbacks are every-where. Please, I hope the council are not thinking of reducing this service in any way as it is already a part-time service. I do hope you pass on my comments to the lovely staff as they deserve it. Many thanks

If this feedback has been directed to the wrong service area, do not return this email to Customer Services. Please follow the procedure and log into Lagan Virtual Office and reassign the case to the correct service area.

Regards

Customer Services

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk.

Town Clerk

From: CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 10 May 2018 13:23
To: CornwallALC Enquiries
Subject: FW: Shaping our future: A big conversation
Attachments: NALC Discussion paper - Shaping our future - A big conversation.pdf

Importance: High

Dear All

Please find attached a discussion document from NALC together with an email from the Chief Executive Dr Jonathan Owen.

The Chairman has asked that I circulate this to your council as a member of the CALC Larger Councils Committee for your councils views on the document. He hopes that this will generate a discussion amongst your members about the role of NALC. Although the initial response date is before our next meeting I am sure that the subject will form part of our discussions at the next meeting in July.

I would be very grateful for your council's and your members' comments on the attached.

Regards

Sarah Mason

From: Jonathan Owen [mailto:Bulletin@nalc.gov.uk]
Sent: 04 May 2018 15:28
To: Jonathan Owen
Subject: Shaping our future: A big conversation
Importance: High

To: National Assembly Representatives
To: County Associations

Dear colleagues,

Shaping our future: A big conversation

- NALC's Management Board has asked me to seek the views of County Associations on our new strategic plan. As you know from the paper that was agreed at the March meeting of National Assembly, our new strategic plan will set out a vision which puts the sector at the heart of post Brexit England as the first tier of local government.
- There are three things we would welcome your views on. The first question is how well does this vision sit with your County Association and councils aspirations for the future of the sector? Secondly, if there is broad agreement for this vision then that will require councils to change, for more to become more active, share resources, be soundly run and encouraging engagement and participation – so what support and encouragement will councils need to achieve this? And finally, how can County Associations and NALC support councils to achieve this, and in particular what does NALC need to do to support the sector?

- Further information including a more extensive set of questions is set out in the attached discussion paper. I would be grateful if in each County Association, the chairman, National Assembly representative and county officer could work together to organise/develop a response on behalf of your County Association for discussion at the National Assembly meeting on 11 July 2018. We would welcome written comments by 1 July.
- In terms of the overall development of the new strategic plan, we will also be engaging with and seeking views from a wide range of stakeholders such as local government representative bodies, academics, think tanks through a series of roundtables over the next few months, as well as Parliamentarians through a meeting of the All Party Parliamentary Group on local democracy. If the National Assembly in July agrees the overall principle of the strategic plan then we will then consult further with councils themselves and at the political party conferences, culminating in consideration of proposals at our annual conference in October before being finally agreed by the National Assembly in early 2019.
- As you would expect we are really keen to use this process to achieve a step change in perceptions of the sector, raise its ambition for itself and ensure we put in place the right local and national support to make it happen. Our chairman Cllr Sue Baxter, head of policy and communications Justin Griggs and myself (as well as other colleagues) are happy to discuss further with you on the phone or if available to attend meetings or events. I have already had a good discussion with some SERCAF colleagues and raised at the Lancashire and Merseyside County Association's Spring conference last weekend and will be doing likewise when I visit FEMALC in June.

Regards,

Jonathan

JONATHAN OWEN
CHIEF EXECUTIVE
NATIONAL ASSOCIATION OF LOCAL COUNCILS



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4 MAY 2018

DISCUSSION PAPER | SHAPING OUR FUTURE: A BIG CONVERSATION

1. Foreword

2. Parish and town (community) councils were established in 1894, a Gladstonian reform designed to introduce limited democracy into rural areas. After the Second World War a focus on reconstruction and the development of institutions to support this led to the historic Beveridge Report in 1942, the Education Act in 1944 the National Health Service Act in 1946.
3. Another landmark event in public services history was the formation of the National Association of Local Councils (NALC) in 1947 to help strengthen the role of grassroots councils and give them a voice with the government. In many ways the current national scene cries out for similarly radical discussions about the future of our institutions and local governance.
4. We want to use a backdrop of Britain's exit from the European Union (Brexit), devolution, the financial challenges facing local government and the already changing role of our councils, to embark on a landmark 'stock take'. This will include an assessment of where the sector is now (see supporting factsheet at Annex 1.) and vitally how it will need to change to ensure communities feel more empowered and with a better say over their area in the new England that will emerge after Brexit.
5. The conclusions of this stock take will inform NALC's new strategic plan and shape the support that we and our partner county associations provide to the sector. Given our long and rich history we are in this for the long game and want to make sure we are clear about where we want to be in 2030, and are making the step change required to get us there.
6. Our new strategic plan will therefore need to set out where we want the sector, county associations and NALC to get to over the next 5 to 10 years. With these long-term objectives underpinned by short term deliverables that ultimately move us towards this end goal.
7. We want to see as many people and organisations as possible in the sector and beyond getting involved in this important conversation, especially county associations, councils, councillors and council staff. All coming together to

debate our vision and proposals at our annual conference in the Autumn before final consideration by our National Assembly early next year.

8. Our challenges in context

9. The challenges facing local government, local communities and community councils are well illustrated in the following reports and documents:

- National Audit Office: 'Financial sustainability of local authorities' - *"The current trajectory for local government is towards a narrow core offer increasingly centred on social care."* March 2018
- Locality: 'People Power, Findings from the Commission on the Future of Localism' January 2018 *"It is crucial that we focus on building strong relationships between local government, civil society, local businesses and people around a shared interest in place."*
- De Montfort University and The MJ: 'Councillor Commission: The Voice of the Councillor' 2017. *"Parish and town councillors face an equally complex set of external relationships with organisations that they must seek to influence and hold to account, but among those bodies are also the principal councils themselves".... "All councillors require high quality training and development programmes."*

10. Implications for local councils

11. Local councils have a key role in making local governance work: "little things make big the things happen" to quote the former secretary of state Sajid Javid MP in his speech to our annual conference in 2018.
12. They have a key democratic mandate linking localities to increasingly remote regional and sub-regional economic authorities and principal councils focused on their statutory services in particular adult social care, public health and supporting vulnerable children and young people.
13. In short our local councils have a tri-partite role to play:
 - Local councils must provide a voice for those communities in these wider debates and be listened to;
 - Local councils must become a focus for community effort, bringing together a number of agencies, voluntary and community organisations,

volunteers and residents to help communities help themselves and build resilience and cohesion;

- Local councils must assume a developing service delivery role, not replacing the role of principal councils or assuming their statutory responsibilities, but complementing, supporting and enhancing those activities at a local level.
14. If local councils do these three things effectively they will have the right relationship with other agencies and public authorities and be part of the solution. At present many local councils' are performing these roles, but others have a long way to go, while some are not interested at all.
15. Our strategic plan must help all local councils get on this journey, and crucially we will only succeed together.
- 16. A draft vision, with support from others**
17. Every journey starts with a single step and we have developed the below draft vision:
- a. Community councils will be the focus of community effort, the natural locus of a range of public activity and service delivery, giving a democratic voice to those communities in the deliberations of other agencies;
 - b. Vibrant, dynamic, and effective local councils will help communities to help themselves building strength and resilience, and improving the quality of life of residents;
 - c. NALC will be a modern, in-touch organisation that delivers high quality services and works in partnership with county associations to support and promote local councils, their staff and their councillors;
 - d. We will have healthy and strong county associations working individually and increasingly together, supporting and being supported by NALC.
18. But to deliver our vision we will need support from others and have developed a suggested narrative:
- a. England's 10,000 community councils – the first tier of local government in England – and their army of 100,000 committed councillors are ready to work with you to build strong, vibrant, and resilient communities;

- b. NALC wants to secure the help of Government, think tanks, other councils and parliamentarians to fully mobilise and maximise the potential of community councils to help England address the challenges it faces and bring communities together.
 - c. In recent years community councils and their councillors – in both rural and urban areas – have already demonstrated what they can do to help communities help themselves, growing in role, profile and importance:
 - Using neighbourhood planning and other tools to promote housing and create sustainable communities;
 - Working with principal councils to provide and support discretionary and other services under threat from spending reductions such as libraries, public toilets, parks and open spaces and youth services;
 - Supporting adult social care and the NHS through social prescribing, building dementia friendly communities and reducing isolation through social networks;
 - Being established to help communities in urban areas and large towns such as Ashford, Birmingham, London, Lowestoft and Swindon;
 - Championing their local place in discussions with other organisations and interests.
 - d. It is NALC's contention that community councils can do more, and do more consistently. And it is vital that they do so to help the country emerge from the Brexit changes and build a new local democracy putting communities in control.
 - e. To help community councils realise this potential we believe the sector needs to work with principal councils (districts, counties and unitaries), government and other partners. The sector will need their support in return for our Prospectus for Ultra-Localism and four pillars to help communities to help themselves through empowering communities, building capacity and support for councilors, more devolution and engagement, and with flexible and diverse funding
19. While our primary audience for this big conversation is county associations and community councils, we will also be consulting and engaging with a range of other stakeholders about whether they share these aspirations for the sector.

20. The sector changing to deliver the vision

21. Over the coming months we will be seeking views from councils and councillors as to whether they share this vision, narrative and how the sector might need to change to enable it to achieve this. For example some questions which might need consideration include:
- a. Do you support the vision outlined?
 - b. How do we improve the reputation of the sector with key players and get their support for this vision?
 - c. How do we promote the creation of community councils across England?
 - d. Do parish meetings continue to have a meaningful and relevant role?
 - e. How can community councils be encouraged to work together and cluster or merge in some circumstances?
 - f. Do we need to encourage councils and councillors to do more (such as increasing the number of councils exercising the General Power of Competence and finding funding to meet community needs)?
 - g. Do we need to think about how to build the capacity of councils and councillors through training and development?
 - h. How can we ensure there are enough well trained, properly remunerated clerks and who are respected and working sufficient hours to meet the demands of its modern role?
 - i. What help do councils and councillors need from NALC and county associations to achieve this potential?
 - j. In what other ways do community councils, councilors and their staff need to change?
22. Both NALC and county associations will also need to develop and change to support this vision, so there are a number of questions for members of our National Assembly and county associations too:
- a. Do you agree with this vision?
 - b. How can we raise the profile and reputation of the sector, both locally and nationally?

- c. What help and support should be provided by NALC and/or county associations?
- d. What should our core offer be as a benefit of membership paid for by the affiliation fee?
- e. How do we ensure our services are the right ones for the future and not the past?
- f. What should our relationship be with organisations like the Society of Local Council Clerks, the Local Government Association and potentially other bodies?
- g. How do we ensure NALC and county associations are working closely together?
- h. How can we ensure NALC's services meet the expectations of county associations and councils (for example through the introduction of an Annual Membership Survey and/or Service Level Agreement)?
- i. How best can we communicate with county associations and councils especially identifying, developing and sharing good practice?
- j. How can we get more councillors involved in the work of NALC and county associations and increase our diversity?

23. Next steps and timescale

- 24. The time is right for us to revisit what grassroots, community councils are for and start a big, radical conversation about our future and potential, including that of NALC and county associations.
- 25. But it is important this landmark debate is as open and inclusive as possible, engaging as many county associations, community councils, councilors, council staff and other organisations as we can.
- 26. There are a number of elements to this conversation:
 - a. To understand and assess whether county associations and councils see this as the future for the sector and if so what changes need to be made;
 - b. Seeking views from other organisations including wider local government, think tanks and parliamentarian on how they see the sector, whether it is

part of the solution and what barriers need to be removed or improvements made;

- c. To foster change in NALC and county associations to be able to support this new vision and future.

27. Our proposed methodology and timescales are set out below:

Timescale	Engagement with county associations/councils	Changing NALC	Engagement with external bodies
May/June/July	Questionnaire/ survey Presentations at events NALC committees	Management Board Service Level Agreement consultation	Round tables (supported by CCLA) for local government, think tank, academic and parliamentary stakeholders Questionnaire/ survey of other organisations
July	As above plus National Assembly	National Assembly	LGA annual conference
Sept/October	Annual conference	Annual general meeting	Political party conferences
November/December	Revise proposals		
Early 2019	Final proposals to National Assembly		

28. County associations are strongly encouraged to consider this discussion paper through their respective management boards or executive committees and at their events, and send their response to policycomms@nalc.gov.uk by 1 July.

29. If you would like to discuss our big conversation further please contact Justin Griggs, head of policy and communications at justin.griggs@nalc.gov.uk or via 020 7290 0317.

REPORT FOR: Meeting of General Purposes Committee on 4th June 2018

1.0 **SUBJECT OF REPORT:** To update the committee on the work of the Community Projects Manager

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

3.1 To provide the committee with information of the work carried out by the Community Projects Manager since the beginning of the contract of employment.

4.0 **REPORT**

4.1 **Organisation of community events**

Murdoch Day 2018 – Saturday 16th June 2018

Murdoch Day planning is coming along nicely, with lots of extra's compared to previous years which is great. You will have noticed that lots of roadside advertising is up around Redruth at the moment, the following locations have been covered:-



- Barncoose roundabout banner
- Barncoose white picket signs
- Tesco roundabout Yellow A1 sign
- Bullers Hill yellow A1 sign
- Avers roundabout white picket signs
- Lanner Hill yellow A1 sign
- St Day roundabouts A1 sign
- A3047 by the Original Factory Shop white picket signs

This year's programme has been put together and designed by myself, so I'd like to say thank you to everyone who submitted information, paid for advertising and to those who helped proof read it. Barbara and I have been distributing them around the shops, along with Redruth Market flyers to help promote the market. Lots of people have commented on how excited they are about Murdoch Day and that the programme looks good.

We have been working on getting stalls to fill Market Hall and Market Strand in addition to the usual Market organised on our behalf by Raymond Amusements, and to date we have 11 which is a good number, along with Portreath Gig Club and Talons Owlimate Experience who will be exhibiting in Market Strand on the day.

I have been working closely with RAF Air Cadets and RAF Association and we are having a "RAF Zone" outside The Regal Cinema on the day, they will be bringing the mini flight simulator, and I have booked in Vince Hall sings Sinatra. So the bottom part of town will be packed with entertainment.

We have a few Steam Engines, stationary engines and an exhibition from Helston Railway Preservation Company in Red Lion car park, so as a little thank you we've had some Murdoch Day mugs produced for them.

Barbara has been working extremely hard on the schools parade bookings, and so far most of the schools are said they'll be there on the day, which is great, we can't wait to see what artwork they produce.

We sent out Murdoch Day posters to over 100 attractions around Redruth, and a lot of people have picked it up on social media, and shared posts.

The pull up banners will be going in Aldi and Tesco on Friday 1st June so we get 2 weeks coverage with them.

Redruth International Mining & Pasty Festival (RIM&PF) 7th, 8th and 9th September 2018

We currently have 17 stalls booked in for the Fore Street, with the potential of at least 8 more from social media contact with traders. We will start chasing traders more after Murdoch Day.

Barbara has sent out the RIM&PF poster and front cover competition poster to over 150 Cornish schools. To date we've had 7 entries, the deadline is 17th June. The Youth Council will then be shortlisting, and we will do a big push on Facebook to pick the winner.

We are working closely with St Andrew's Church, Miracle Theatre, and Carn to Cove to put on another free showing of TIN the movie on Friday 7th September.

Redruth Christmas Festival

Peter and I have submitted the official Christmas Lights tender for the next three years, I have two companies; Festive Lighting and The Christmas Decorators ask to do a walk round of Redruth to look at the infrastructure and requirements. This matter will be discussed later in the meeting.

St Piran's Festival 2018 – TBC

Date for 2019 is yet to be confirmed, and I will be calling a meeting once a chairman has been appointed.

4.2 Marketing and tourism aspects of the Town Council's work including management of the Tourist Information Point

At present we have 6 Facebook pages, 1 Facebook group, 1 Facebook profile, 1 Twitter account and 1 Instagram account all for different aspects of the town and ever growing likes and interaction.

- Redruth Town – 2620 (up by 12 from my last report)
- Mayor of Redruth – 252 (stayed the same since my last report)
- Redruth Christmas Festival – 330 (down by 1 from my last report)
- Redruth International Mining & Pasty Festival – 987 (up by 2 from my last report)
- The Redruth St Piran's Festival – 695 (down by 8 from my last report)
- Redruth Town Twitter page has 754 followers (down by 3 from my last report)
- Redruth Skate Park – 187 Joins (up 4 from my last report)
- Visit Redruth Instagram – 673 followers (up by 139 followers from my last report)

I have recently been working with Caroline Redshaw at Redruth Library, who has put together a new Facebook page for Redruth Library and Information Service, so that is now officially up and running and currently has 49 likes.

As I mentioned in my April report, I have been focusing on one platform, which has been Instagram, and that's going really well, as you can see I've gained 139 more followers, and lots of interactions. I did a call for produce and craft stalls for the Mining & Pasty Festival,

and it has gained a lot of interest, and a few bookings, with more due in. It is by far my favourite social media platform, and it is a great way to show some of the hidden beauty spots of Redruth that people don't see.

4.3 Community Capacity building work

- I was invited to attend the opening of Treskerby playing field, which was lovely, the sun was shining, and Treleigh School children were they making the splendid new bug hotel.
- In recent discussions with Rev Caspar Bush he asked me if I'd be able to assist with organising a Remembrance Memorial Concert at St Andrew's Church on Saturday 10th November. All proceeds of ticket sales will go to The Royal British Legion, and everyone will be giving their time for free. There are however some sundry costs associated with the event like programmes, advertising etc. and it is requested that up to £150 be allocated from the Events Contingency EMR be allocated to cover this event.

4.4 Partnership building

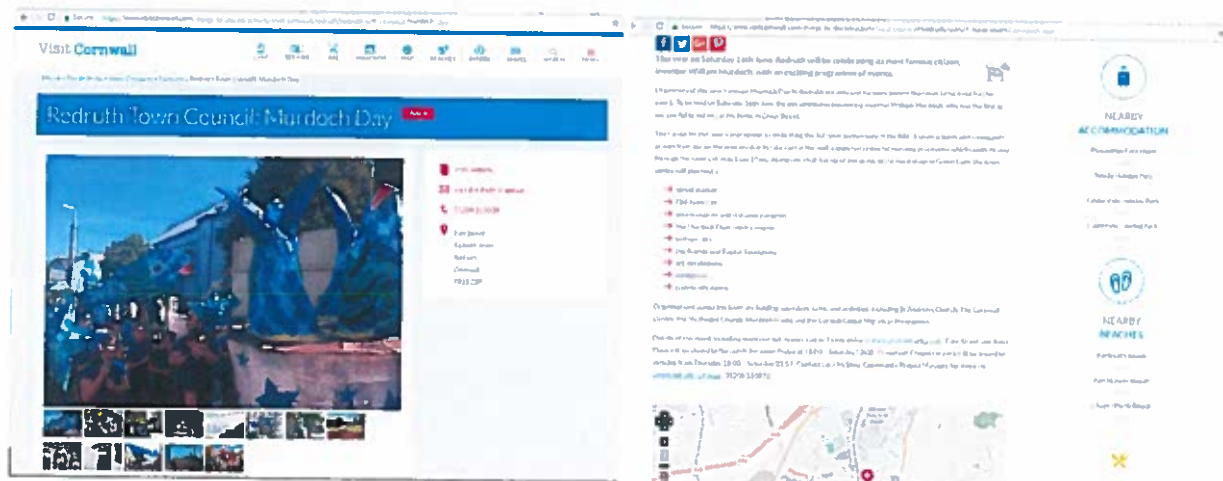
Barbara and I have been assisting the Youth Council, with Murdoch Day related advertising and parade accessories. Below is a picture of some painted rocks, this is a new craze that has hit Cornwall, and we jumped on the bandwagon, and we all created some amazing rocks, which have been found and re-hidden via Kernow Rocks on Facebook:



Some Youth Council and Murdoch Day related badges and a sneak peak at one of the accessories for the parade.

4.5 Any other task as directed by the Town Council or Town Clerk.

Our festival page is now live on the Visit Cornwall website, which we have been working on. At the end of each festival we will change it to the next one, which I can do with my unique log in. This is a great addition to our promotional of festivals.



4.6 **CONCLUSION**

4.7 As the Community Projects Manager I have been working with accordance to the agreed roles and responsibilities for the position, in addition to continuing existing projects and developing other tasks as and where appropriate.

4.8 **RECOMMENDATION**

It is recommended that the committee agree to allocate up to £150 from the Events Contingency EMR to cover the sundry costs associated with the Remembrance Memorial Concert at St Andrew's Church, and that the rest of the report be noted.

Lara Hill
Community Projects Manager

Action Plan 2018/19

Site:	Redruth LIS	Date: April 2018		
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REDRUTH TOWN COUNCIL

No	Objective	Action	Lead	Target date	Review Sept 2018/19
1	Management of stock/resources	Keep on top of Collection HQ monthly stock management and Alan's monthly monitoring report.	CW / All	Ongoing	
		Set up and manage book sales via Ziffit (online) or book sales within the Library.	KS / CW	Ongoing	
2	Adult Fiction	Review / feedback of Crime being integrated with Gen fiction. Collate feedback and take decision with Paul Evered.	CW / All	01.06.18	
	Adult Non-Fiction	Monitor the size of collection and deadstock – keep below target.	CW / All	Ongoing	
		Keep an eye on travel guides – old and new	TB	Ongoing	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
	Cornish Large Print/audio Blu Rays / DVD's Junior Fiction Junior Non-Fiction	<p>editions.</p> <p>Keep tidy and well displayed – lots of front facing.</p> <p>Offer a selection of Romance / Mills and Boon to other library as a swop.</p> <p>Blu rays / videos that are older than 2 or 3 years we can Ziffit or sell.</p> <p>Review main authors / size of collection in readiness for the SRC. Liaise with Jaime for additional stock.</p> <p>Monitor the size of collection and deadstock – keep below target.</p>	<p>TB</p> <p>KS supported by TD</p> <p>CR</p> <p>SB supported by GD</p> <p>SB</p>	<p>Ongoing</p> <p>31.06.18</p> <p>31.06.18</p> <p>31.06.18</p> <p>Ongoing</p>	
3	Displays	Ensure that stock is bright and attractive and books are clearly being checked for condition before shelving. Refresh with "The Look of the Book" training.	All	Ongoing	
4	E-resources	Keep pushing our e-resources – Borrowbox, Press Reader and Transparent Languages.	All	Ongoing	
5	Training	See if Collection HQ session is available for new staff and any refresher training from Paul	CW	31.05.18	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
		<p>Evered.</p> <p>See if Dementia Awareness training still available for all staff from Merryn Kent.</p>	CW	31.05.18	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
6	Events and Activities	<p>Summer Reading Challenge targets- 14.07.18 – 08.09.18</p> <p>School visits planned for June 2018 prior to launch of challenge on 14.07.18.</p> <p>Engage with Treloweth as a case study – check baseline and future achievements (further to the Literacy school visits).</p> <p>Nic Brennan – SRC engagement event 10.08.18</p> <p>Storytelling – Rachel Rose Reid Target school – Pennoweth 26 pupils.</p> <p>National Bookstart Week Bookstart Rhymetime event with Bookstart Bear</p>	<p>All</p> <p>SB / GD</p> <p>SB / GD</p> <p>SB / GD</p> <p>SB</p> <p>SB</p>	<p>14.07.18</p> <p>30.06.18</p> <p>30.06.18</p> <p>10.08.18</p> <p>24.04.18</p> <p>05.06.18</p>	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
		and Bookstart support coordinator.			
7	Community Engagement / Widening Participation	<p>Adult Bookclubs - 10 clubs facilitated including 2 held in the library on a monthly basis.</p> <p>Young Book Club – young person’s book club starting 10.05.18 meeting on a monthly basis.</p> <p>CN4C – engagement with joint projects and activities to start promoting LIS offer to target deprived neighbourhoods.</p> <p>Develop joint project with Early Years setting and Crossroads Care Home – dementia patients. Could include KEAP – Writers Block early years group.</p> <p>Develop activities / events programme with local authors / artists / creative input</p> <p>Catch up with Merryn Kent re: working to promote targeted activities and Reading Ahead to community groups such as WILD.</p> <p>Volunteering programme – to encourage volunteers to actively participate in library activity.</p> <p>1 regular adult volunteer</p> <p>3 regular young volunteers – completing their</p>	<p>SB</p> <p>GD</p> <p>CW</p> <p>CW</p> <p>TB / All</p> <p>CW</p> <p>CW</p>	<p>Ongoing</p> <p>30.06.18</p> <p>30.06.18</p> <p>30.09.18</p> <p>30.11.18</p> <p>30.06.18</p> <p>Ongoing</p>	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
		<p>DoE awards</p> <p>Potential for 1 young volunteer to offer computer homework help after school</p> <p>Home Library Service – working in partnership with the RVS to provide a home library service for housebound members of our community.</p> <p>Regular Community Engagement</p> <p>Bookstart Rhymetime – bounce and rhyme for 0 – 4 year olds held on Tuesdays and Fridays.</p> <p>Primary School visits – schools in catchment area regularly visit for storytelling / library information events.</p> <p>Curnow School – regular library visits to support project activities.</p> <p>Acorn Academy – regular library visits to support the learning curriculum.</p> <p>ACE Academy (Cornwall College) – regular library visits to support the learning curriculum.</p> <p>Flying Start Nursery – regular visits with babies and toddlers.</p> <p>KEAP (Writers Block) Early Years group – borrowing books to Creative Space at Cornwall College.</p>	<p>CW</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	
8	Performance Monitoring	Ensure that monthly SLA monitoring information is current and reported – CHQ, LIS, Library activities, etc.	CW	Ongoing	

No	Objective	Action	Lead	Target date	Review Sept 2018/19
		Monthly processing of statistics first week of every month.	KS	Ongoing	
9	Communication	<p>Ensure that all Redruth LIS events and activities are widely promoted via the RTC website and our own Facebook page.</p> <p>Update with timely and noteworthy activities / information.</p>	<p>CR</p> <p>CR</p>	<p>30.05.18</p> <p>Ongoing</p>	

REPORT FOR: Meeting of the General Purposes Committee on 4th June 2018

1.0 SUBJECT OF REPORT: General Data Protection Regulations 2018 – an update

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

- 3.1 The General Data Protection Regulations 2018 (GDPR) came into force on 25th May 2018. This report gives a brief update to members on the work going on to ensure that we meet the requirements of the legislation.

4.0 REPORT

- 4.1 Members will be aware of the General Data Protection Regulations 2018 which came into force on 25th May this year. GDPR is an EU-wide law and central government has decided to accept the principles of the regulations in full. At the last meeting I apprised members of the general principles of GDPR and information relating to the Town Council.
- 4.2 Data Protection Officer – one significant development since the last meeting is the government amendment to the Bill which has removed the necessity for town and parish councils to appoint a Data Protection Officer. This could have become an onerous task with some local councils considering appointing a DPO from an outside source, at some cost to the council. I would like to think that we have the capacity from within to appoint should it have been part of the legislation. I have asked our Office Administrator to take the lead on GDPR as far as the Town Council is concerned, but between the two of us we are working up the necessary documentation.
- 4.3 Information Asset Register – Both the Office Administrator and myself are working on the information necessary to complete the Town Council Information Asset Register. Areas which we are looking at include Employee Records; Youth Council; Floral Displays; Payroll; Library; DBS; Neighbourhood Development Plan; Accounting Records and the like. Once these are complete we can then look at the data flow information required for each asset.
- 4.4 Privacy Notice – this has been completed and is available on the Town Council website.
- 4.5 Member email addresses – we discussed concerns about Members email addresses at the last meeting. I have now arranged for all members to have a "redruth-tc.gov.uk" email address and if you have not already heard from me, you will do so in the very near future. It is our intention that we will use only these addresses for Council correspondence/information/meeting papers etc. Using this not only gives us a secure address, ensures that the servers are within the EEA, but furthermore, lessens the risk of a data breach.
- 4.6 The main message coming from the ICO at present is that we are expected to be totally compliant by the 25th May, but should be seen to be working towards compliance. Hopefully this report outlines that this is what we are seeking to achieve.
- 4.7 We will continue to give updates to Members at meetings of this committee.

5.0 **RECOMMENDATION**

5.1 It is requested that Members note the report.

Peter Bennett
Town Clerk

Redruth Town Council
Appeals Schedule
Meeting Date: 4th June 2018

Budget 2018/2019: £3000		Allocated to date: £750	Balance available: £2250	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	JB Fitness	£800 towards the provision of fitness, health and well-being to the community in the form of "Bootcamps" at Bissoe	No accounts provided	NIL
2.	St Rumon's Club	£500 towards the running of activities on Murdoch Day	Not had sight of accounts	£400 for past number of years

GRANT APPLICATION FORM

Name of Organisation: JB Fitness

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

Name: Jenny Bolsom	Name:
Address Seredner, Clinton Farm, South Albany, Redruth, TR15 2PB	Address
Email address: jennybolsom@hotmail.co.uk	Email address:
Position Held: Organiser / Lead coach	Position Held:

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

I am looking at providing fitness, health and wellbeing services to the community through a couple of projects including cycling coaching and outdoor group exercise classes in the form of Bootcamps using the café at Bissoe as our base.

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)

My main target group is Women, I have seen a gap for Women's specific exercise groups both in cycling and fitness in general within this area. I have put together plans for a weekly cycling coaching session for women who are new to cycling and lacking confidence. I am using Bissoe bike hire/café as my base and the trails within that area are perfect as a starting point. I have also been approached by several slightly more experienced female cyclists and I plan to use the Bike Chain Ricci shop in Mount Ambrose as our base as we will ride directly out on the roads. I am a qualified British Cycling coach as well as a ride leader.

The other project I am working on is a regular outdoor bootcamp session, also at Bissoe. Two sessions a week, one will be a morning session aimed at Mum's after the school run and any women who want to begin their fitness within a friendly environment. The other session is also a weekday, however it will be at 6pm and will be open to anyone over the age of 16. These bootcamp sessions offer a great all over body workout using equipment not found in traditional gyms as well as a lot of functional exercises which are far more engaging and fun.

My plan is to charge for these sessions at £5 per person which is a very competitive rate and will enable the sessions to run long term. This will cover the cost for hire of the space. Using Bissoe is an ideal location with the ability to use the café after for a social gathering if required.

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

The majority of the costs are relating to equipment –

First aid kit for bootcamp - £25

First aid kit for cycling - £15

A range of equipment for bootcamp - £300

Insurance - £120 (Annual)

Equipment for cycling coaching (cones, hi-viz, emergency bike repair kits, whistle) - £150

Advertising (poster production and printing) - £80

Estimated start and end date for the project/activity:

May. I hope to keep this project running at least throughout the summer and early into Autumn. If there is the demand then I will look for a suitable indoor space for the winter.

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

I have not made any applications elsewhere, however I will be approaching Active Cornwall to see if they can offer any assistance. This may just be an option to reach out to more people in terms of advertising the sessions. I am hoping that once the initial set up costs have been made, then the sessions will continue to pay for themselves with regards to clients paying a small fee to attend. I have personally funded all of my qualifications and my own membership to relevant organisations as well as regular cpd opportunities.

Grant requested from Redruth Town Council:	£800
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How do you know there is a local need for your project/activity? Please give recent evidence.

I have set up and manage a Women's cycling race team as part of BCR Racing. Since the set up of this team I have had several women ask for my assistance with their training and bike handling skills. Everyone of them have agreed that a group session would be well attended and would enable them to progress individually whilst enjoying the sociable side of group training. Likewise, with the bootcamp sessions, there is a large area of unused land and it would be great to make use of the empty space. This is the perfect time of year for activities outside and having worked within the fitness industry for many years I already know and have seen the impact of these functional sessions. Again from speaking to lots of people, at Bissoe café, during recent charity events, people who have been in the bike shop etc, I have come across a wide variety of people who have expressed the need for more sessions like this. Other than a session in Redruth on a Wednesday morning, I haven't found any other sessions such as this.

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

A session can take up to 25 people. Bootcamp sessions will be split so one session is women specific, the other is open to anyone over the age of 16. The cycling will be women specific (there is currently no one actively offering this in the area) and there will be a maximum of 8 for this.

How long have you been fundraising for this particular project:

This project has only begun to come together in the last month. Redruth Town Council is the only source of funding that I have looked into.

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

This is a completely new project, I have no accounts to provide.

Name of payee: Bike Chain Ricci

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

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

This is a project that I am very passionate about. I have run similar schemes in Devon which have been very well received. As a woman, I appreciate how intimidating it can be to attend a gym, a leisure centre, a cycling club etc and I am particularly keen to break down these barriers. Ultimately I want to enable as many people to get into exercise and to enjoy the benefits that come with regular exercise.

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: J.Bolsom

Signature:

GRANT APPLICATION FORM

Name of Organisation: ST Rumons Social Club Redruth

Organisation type (Please circle one option)	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: Mr Roger Faulk

Name: Mr Peter Jeffrey

Address

St Rumons Social Club

Penryn Street

Redruth TR152SP

Address

St Rumons Social Club

Penryn Street

Redruth TR152SP

Tel No: 01209 215743

Tel No: 01209 215743

Email address: rogerfaulk@btinternet.com

Email address: strumonsclub@yahoo.co.uk

Position Held: Hon Treasurer

Position Held: Hon Secretary

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

We are a social club in the heart of the Community who regularly put on events for the people of Redruth to enjoy.

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)

Murdoch Day Entertainment & Facilities for The people of Redruth

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

Large Marquee £ 1100

Portaloos Hire £150

Bands / Artists £ 1440

Total outgoings (not inc staff & loss of revenue from car park closed) £ 2690

Estimated start and end date for the project/activity: June 16th 2018

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:
The Club are happy to fund most of the extra costs incurred for Murdoch Day but we would appreciate any financial help
That the Town Council can offer as we strive to make events special for the people of Redruth
Providing a Major Entertainment hub on Murdoch Day

Grant requested from Redruth Town Council:	£500
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How do you know there is a local need for your project/activity? Please give recent evidence.

The support we receive for events that we put on for the people of Redruth including Murdoch Day, Annual Firework Display , St Pirans Day Celebrations and Annual Fun Day.

All these are very well supported and enjoyed by our community

Who and how many people in the Redruth Parish will benefit from your project/activity? 1000+

How long have you been fundraising for this particular project:

Annual basis

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

£400 or £450 in 2017

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

Accounts being processed for AGM Please contact Roger Fauli

Name of payee: St Rumons Social 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:

Since the amalgamation of The Royal British Legion & The Clinton Social Club approx 8 years ago we have worked hard to build a club that can be enjoyed by all and we put on regular events for the community to enjoy.
As a club we also try to support the town council wherever possible with free use of club facilities for meetings and concerts / functions

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: R A FAULL

Signature: P JEFFREY