

T007/16 – Grant Requests:*a. Harbour Sports Day (£900) – Newquay Harbour Sports Association*

Cllr Mrs R Craze explained the grant request, stating that Tourism and Leisure Committee held a budget line for £255; however, the Finance and Policy committee suggested giving the extra (£645) from the sports earmarked reserve. Members were supportive of the event and felt the funding should be released.

It was proposed by Cllr Mrs J Bunt, Seconded by Cllr D Cheney and **RESOLVED unanimously to release £255 for the Newquay Harbour Sports Association.**

T008/16 – Risk Assessments/Terms of Reference/Aims & Objectives:

There was currently no update; the Office is currently waiting on feedback from Ellis Whittam. Cllr J Bunt requests information on how these assessments will be drafted and on what grounds, to which the Deputy Town Clerk stated that Ellis Whittam undertook site visits where the existing risk assessments were investigated. The updated risks assessments are drafted on risks that they see and comply with standard.

T009/16 – Newquay BIDS update and discussions with BID Manager:

(The BID Manager, Miss Eve Wooldridge arrived late, discussion continued further in the minutes). The Deputy Town Clerk informed members that the proofs for notice boards had been received, however they were originally set to keep the BID blue colour. It was recommended by the Deputy Town Clerk that this was changed to a more suitable colour which reflected the Town Council itself, changing them to black and gold. This was awaiting approval.

T010/16 – To receive the Town Crier’s report and update on Town Crier’s competition (if any), including Events & Noticeboards:

The Deputy Town Clerk summarised the complaint against the Town Crier that a specific community group were not having their posters placed in the Notice Boards which means that said group is losing out on the public view, along with wasted money in creating these posters. The Town Crier had previously made a statement in which he said that he had not seen the posters in question and wasn’t aware posters had been handed in. It also came to light that the posters were handed in two weeks prior to the event, instead of the four weeks which was requested.

The Deputy Town Clerk also stated that some of the notice boards are in disrepair to the point that the Town Crier can’t physically place any notices in them, so these would need to be reviewed and repaired. Cllr Mrs J Bunt suggested a flyer / poster be attached to these notice boards so that the reason they aren’t currently in use is public knowledge. Mr D Cheney requests on a timeframe that these are completed – to which the Deputy Town Clerk stated that this was a matter for the BID manager to respond to.



T011/16 – Review of the Killacourt Bookings Process and Bookings Charges:

The Deputy Town Clerk gave a review and recommendation of the bookings policy and suggests that a Terms and Conditions were added to the procedure, to cover instances of damage to the Killacourt and litter. The Deputy Town Clerk has also drafted a Terms and Conditions, in which he had researched and gained influence from other surrounding Councils which have similar processes in place. It was also stated that if the Terms and Conditions were put forward, it would be subject to a Solicitors review to make sure the terms are legal and enforceable.

Cllr Mrs R Craze read out the "Booking Charges" from the final page of the document that the Deputy Town Clerk was proposing to state that the majority of charities were exempt from the booking charges. The Deputy Town Clerk includes that the grounds are generally booked by Charities so it isn't really an income generator, however the charges are applicable for businesses that do generate an income from this.

Cllr Miss G Gwilliam raised her concern over vehicles on the grounds which may turn up the grass harsh weather conditions, with the owners then refusing to pay the charges to have this repaired. It was currently in the policy of the grounds that the use of vehicles on the grounds is subject to approval beforehand. The Deputy Town Clerk stated that to cover this concern we are able to implement a security deposit which could then be later refunded following an inspection of the site.

It was proposed by Cllr Miss G Gwilliam, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to RECOMMEND the changes to the Killacourt Booking Form to the Killacourt Management Group.**

**Killacourt
Management
Group**

The Deputy Town Clerk had received a request to use the grounds by AJP Amusements. They had used the grounds last year, free of charge, however they did mention in their report that he generated several thousand from his events, with a portion donated to the Lions Charity. The Deputy Town Clerk also stated that the request he had received was only partial and that the risk assessment would need to be completed. The dates that AJP Amusements have requested either breach the current conditions or are currently booked, so the following are the dates that have been proposed as compromises:

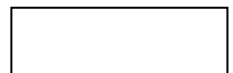
30th of May – 3rd of June.

6th of July – 9th of July.

22nd of August – 27th of August or 29th of August – 1st of September.

It was proposed by Cllr Miss G Gwilliam, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to suggest the dates of 30th of May – 3rd of June. 6th of July – 9th of July. 22nd of August – 27th of August or 29th of August – 1st of September to AJP Amusements.**

At this time Mrs E Wooldridge entered the meeting therefore Cllr Mrs R Craze requests we revert back to Agenda item 9, T009/16 (7:35pm)



T012/16 – Newquay BIDS update and discussions with BID Manager:

Mrs Wooldridge states that she was currently in the process of recruiting another member of staff for Newquay BID due to the fact of two previous members have left. The BID were voted in last year giving them an extra five years to support Newquay, however Mrs Wooldridge stated funding wouldn't be received until May. Until then the focus will be on public relations and digital marketing. Mrs Wooldridge expected to try and keep any companies that assist her with this to be as local as possible to support the local businesses and maximise efficiency. Mrs Wooldridge then requested any information on the Tourist Information Centre's website – to which the Deputy Town Clerk replied, stating that there was currently a new website in draft, and that it should keep up to date with upcoming technology i.e. Google's Beacon initiative. Mrs Wooldridge said she would look into linking with the supplier or the website in order to improve the efficiency and keep up to date with the analytics. The main interest at the moment would be rewriting all of their current procedures and action plans in order to upgrade the current efficiency along with working with the local businesses to maximise the potential of all further events. Another aspect she was hoping to complete soon was the signage project, she wasn't aware of the full details; however there would be a conference call on Friday so all of these details would be discussed then. The Harbour would be funding all of their signage themselves, yet keeping the current scheme of our signage. The original plans for the totem poles around Newquay weren't going ahead any more as Mrs Wooldridge believed it would make the signs too high. The intention is to have them cleaned before the season. Mrs Wooldridge also recommended looking into "fly posting huts / bollards" which were similar to current ones in Plymouth with a view to generate a community notice board and to try and cut down on current fly posting, which was a current issue in the community.

T013/16 Band Concerts – to Receive an update on 2015 concerts and make arrangements:

The Deputy Town Clerk informed members there had quite a lot of response. 15 requests in total, all from Brass Bands.

a. Wednesday Concerts

Cllr Mrs R Craze stated that last year she was approached by Alan Thain to look into organising bands on Wednesday afternoons. Cllr D Cheney believed this would be a lot of work getting acts to perform on an afternoon, in the middle of the working week. The Deputy Town Clerk said that Alan Thain would most likely be targeting single acts, such as buskers, because of this, The Deputy Town Clerk asked how many of these acts would be worth while to put on. Cllr Miss G Gwilliam added that on Boardmasters weekend last year, some of the acts had difficulties due to getting to the venue because of the festival traffic, so maybe not have any acts that weekend. Cllr Mrs R Craze requests giving this delegated authority to the office to plan.

At this time Cllr D Cheney declared a registrable interest and left the meeting (7:55pm)

Office

It was proposed by Cllr Mrs J Bunt, Seconded by Cllr Miss G Gwilliam and **RESOLVED unanimously to give delegated authority to the Chairman, Vice-Chairman and the Office to draft a Band Concert Programme.**

Office

At this time Cllr D Cheney re-entered the meeting and Mrs Wooldridge left the meeting (8:00pm)

Cllr R Craze recommended getting banners for events, along with asking the office to support them alongside social media and creative aspects. The Deputy Town Clerk then suggested whether or not it will be worth while to gain a permanent fixed structure for events and notices rather than an A board. Members were in agreement with this subject to any work to the Band Stand.

b. To discuss and make any decisions regarding internal / external decoration of the Band Stand

Cllr Mrs R Craze stated asked members whether or not the Council would like to have the Band Stand decorated. From the previous discussion it was debated and decided a school mural project was the best approach. The Deputy Town Clerk and Cllr Mrs R Craze had arranged a site visit between Christmas and New Year with Lucy Jackson, a local business owner which dealt with school murals. The discussion centred on three different areas within the Band Stand. The first area was along the curved back wall. The second was directly below this, with Area 3 being to the sides. Two of these panels are already in place, with the third one on the sides. Mrs Jackson would work with the schools around Newquay. The proposal would cost £500 for Area 1, £725 for Area 2 and Area 3 would cost £805. Before any work is commissioned approval would be needed from Cornwall Council through the Killacourt Stakeholders Group. Members were supportive of the proposal.

It was proposed by Cllr Mrs J Bunt, Seconded by Cllr Miss G Gwilliam and **RESOLVED unanimously to RECOMMEND to the Killacourt Management Group the proposed Mural Project subject to negotiations with Cornwall Council over remedial works for the Band Stand.**

Killacourt Management Group

Cllr Mrs J Bunt states that the storage of the inventory would need to reviewed as it is currently a bit of a mess, in comparison with the murals'. The Deputy Town Clerk stated there was currently a damp issue, so the building would need work. Cllr Mrs R Craze felt the Council could to get support from the local community in fixing the Band Stand and restoring it to a working order, being checked over by a maintenance survey by Cornwall Council.

T014/16 Town Council Events

This item was not discussed.

T015/16 Update and associated decisions appertaining to the Coca-Cola truck event

Cllr Mrs R Craze has received a chain of e-mails on the discussions between the Town Council and Coca-Cola. A report would be going back to the F&P Committee and the Emails would be offered that any Councillor who wished them. It was determined that the Office was given approval from Coca-Cola to



go ahead with the event on October the 29th, 2015, This would have given less than a month to organise. Cllr Miss G Gwilliam asked if there was any feedback relating to the positive or negative influence on the town, which ever this may be, Cllr Mrs R Craze then stated that this would have to be asked to the BID manager, Eve Wooldridge.

The Deputy Town Clerk stated it was never the intention for it to be a Town Council event, regrettably both Cornwall Council and the Town Council were informed approximately 5 working days prior to the event taking place that Coca-Cola would not be undertaking any crowd/traffic management outside of their event space. The Town Council had to proactively undertake a procurement exercise to get its own traffic/crowd management in place. This had to be done under extremely tight deadlines which resulted in discussions and decisions made outside of Committee. The office would not be assisting or proactively looking at encouraging external event organisers in the future due to this.

T016/16 Car parking in Newquay and any associated decisions

A resident from Fore Street had asked for car parking and resident parking to be reviewed, as she wished to have resident parking on Fore Street. The Town Clerk responded stating that this was an issue for Cornwall Council's Highways Department. For issues on Car Parking, a working party was set up.

The working party was established with Cllr Mrs R Craze and Cllr Mrs J Bunt, with Cllr Mrs J Bowden and Cllr Miss G Gwilliam as substitutes. The working party would then refer any information they gain to the council as a whole.

T017/16 Newquay Carnival 2016 Update

No updates as of yet.

T018/16 St Pirans Day 2016

There is a meeting for the St Pirans committee on the 13th of January 2016 at 10am in Andy's Café. As previously discussed and noted in the minutes, the Town Council was working along side this to put on an event at the end of the parade. There are no updates from the last meeting.

T019/16 Fish Festival 2016

No updates as of yet.

T020/16 Lowender Peran Debrief

No updates as of yet.

T021/16 Budget 2015-19

The budget had been approved. The Deputy Town Clerk explained the budget sheet. The current overspends are:

- £630 which has been misallocated – this should be for Band Concerts;



however it has gone in the festival, events and promotions section. (This was an admin error.)

- £1160.30 for the Coca-Cola event. This covered toilets, security and fencing.
- £680 was overspent spent on the Carnival. It was proposed to take the £470 from the Jazz Festival to be added onto their £1530 budget. This would equal the £2000 that they'd applied for. On top of this they overspent by £210.
- £73.25 on banners for the Summer Finale.
- £58 for an extension lead – this was a capitol purchase.
- £215 on fireworks, this was due to a miss-budget. This has been reflected in the future budgets.

The Deputy Town Clerk suggested;

- £630 comes out of the Band Concerts – reducing the total for the concerts to £540 from £1170.
- There is an unallocated £500 from the Christmas Faye which wasn't used – due to the Coca-Cola event being related to Christmas, use this for that. A further £660.30 can be taken from the Town Council's Events line.
- £470 from the Jazz Festival and £210 from the Town Council's Events which would cover the Carnivals extra costs and overspends.

The Deputy Town Clerk asked whether members wished to request £210 from the Lions or adsorb it. Members agreed to cover the overspend.

- £73.25 from the Town Council's events and projects to cover the banners for the Summer Finale.
- £273 should be kept in underspends to cover any Firework costs.

It was proposed by Cllr D Cheney, Seconded by Cllr Miss G Gwilliam and **RESOLVED unanimously to vire £630 from Band Concerts to Festivals, Events and Promotions, Spends for Coca-Cola comes from Christmas Fayre and Town Council Events, £470 from Jazz Festival and £210 from Town Council Events cover Carnival overspend, £73.25 from Town Council Events to cover banner costs, £273 kept in budget to cover overspend on Fireworks and Capital purchases.**

It was proposed by Cllr Miss G Gwilliam, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to give delegated authority to the Chairman, Vice-Chairman and the Office to spend the Town Council Events Budget and St Pirans Day Budget on setting up an event for St Pirans Day.**

T022/16 Leisure Review update and any associated decisions

No updates as of yet.

T023/16 Library and OSS update and any associated decisions

No updates as of yet.



T024/16 Updates on how events are going in Newquay

No updates as of yet.

At this time Cllr Mrs J Bowden left the meeting (8:59pm)

It was proposed by Cllr MRs R Craze, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to extend the meeting 5 minutes.**

T025/16 Correspondence (if any)

A member of the public from Newquay Tretherras wished to put on some events of a "sporty" nature. It was proposed that as long as he was up to date with required licenses from Cornwall Council and there weren't any conflicting interests with Newquay Town Council, the Tourism and Leisure Committee, would support him in this.

It was proposed by Cllr Mrs R Craze, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to support ARC Events where relevant.**

At this time Cllr Mrs J Bowden re-entered the meeting (9:01pm)

Rachel Stringer, on behalf of Jack Mortem, requested to use the Killacourt to sell products from her ice cream van. Members did not see a problem with this subject to no conflict with the premises license.

It was proposed by Cllr Mrs R Craze, Seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to accept the Killacourt booking for Rachel Stringer.**

T026/16 Items for discussion at the discretion of the Chairman

No updates as of yet.

T027/16 Items Discussion of items for the next Agenda

None.

T028/16 - Date, venue and time for the next meeting

Tuesday 08 March 2016 in the Council Chamber, Marcus Hill, Newquay.

The Chairman thanked those attending and the meeting closed at 21.05pm.

Signed: _____
Cllr Mrs R Craze, Chairman

Date: _____

