MINUTES of the WORKING PARTY of ST JUST-IN-PENWITH TOWN COUNCIL held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Tuesday 23 February at 9.00 a.m.

PRESENT

Councillor M Nicholls – Mayor (MN) Councillor M Thomas – Deputy Mayor (MT)

COUNCILLORS

B F Angwin (FA)
Ms P S Angove (SA)

Mrs S James (SJ)

TOWN CLERK

Elaine Baker (EB)

APOLOGIES FOR ABSENCE

None.

WP.03 <u>DECLARATIONS OF INTERESTS</u>

None.

WP.04 ST JUST TOWN GUIDE

The Working Party met to discuss the content of the production of the fourth edition of the St Just in Penwith Area Guide publication.

The Mayor reported that the sale of advertising space was going well and that so far he had secured £1300 of advertising. He estimated that final figure would be to be in the region of £2000.

The following action was agreed for in respect of the new edition:-

- 1. All photographs to be colour;
- 2. EB to contact Lindsey Butterfield, National Trust about the possible inclusion of a piece on the Chough;
- 3. New front cover to be photograph of Cape Cornwall;
- 4. Welcome page to be revised by SA;
- 5. MN to contact Adam Sharpe to update features on ancient sites, (to include reference to the Beker find), archaeological summary, historical and World Heritage Site, including Engine Houses;
- 6. EB to contact Andrew Burt to update piece on St Just Parish Church and new photographs;
- 7. MN to contact Alan Rowell to check piece on Pendeen Church and photographs;
- 8. Photograph of the Wesleyan Church to be obtained:
- 9. Section headed "Historical" to be renamed "Traditions Old and New" and to include Feast, Plen-an-Gwarry and Lafrowda;
- 10. EB / MN to contact Mary-Ann Bloomfield for updated article and photographs of Plen-an-Gwarry;
- 11. FA to contact Old Cornish Society for small article in Feast. Need to

include reference to the 50yr anniversary of the Society in the introduction to the booklet:

- 12. EB to contact Andrew McPherson regarding maps:
- 13. EB to contact Lindsey Butterfield about circular walks;
- 14. Need to include reference to town's twinning with Huelgoat, Brittany in the introduction; and
- 15. MN to contact Dave Stevens about photographs.

It was **agreed** that a further meeting of the working party would be held at 9.30 a.m. on Tuesday 9 March 2010 to discuss progress.

WP.05 TOWN COUNCIL NEWSLETTER

The Town Clerk reported that there had been no response from the public to the press release that was placed in the Cornishman regarding the Town Council's decision to cease publication of "Just a Word". Therefore, the Town Clerk sought the Working Party's views on how to take forward production of the quarterly newsletter which the Town Council had agreed to produce in its place.

However, the Town Clerk expressed some concern about what material was to be included and where contributors where to be found to help with its production. It was essential that any information was newsworthy, current and topical and the Town Clerk was concerned that there was little current news that would be suitable for inclusion. What was of particular concern was raising public expectation that the Town Council was to produce a newsletter which it couldn't sustain.

Members of the Working Party endorsed the comments of the Town Clerk but felt that it was important that the Town Council was proactive in informing the local community of current issues of interest.

After detailed consideration of the issues the Working Party agreed to recommend to the Town Council that:-

- 1. Production of the quarterly newsletter is not commenced at the present time due to concerns regarding the availability of the suitable material; and
- 2. That, in the interim, any news is posted on the Town Council's new website, local notice boards and, if required, a press release to be forwarded to the Cornishman.

(Action by : Elaine Baker)

WP.06 PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The Working Party considered the option for the introduction of public participation in Town Council meetings which had been referred to it by the full Council on 22 February 2010.

Although not wishing to make the process too complicated the Working Party felt that there was a need for some guidelines to enable the Council to know in advance if any member of the public wished to put a question to the Town Council.

The Town Clerk commented that a similar system had been operated by the former Penwith District Council. There was a standing item at the beginning of the agenda for public address at committees, which was time limited, set to a maximum of 15 minutes, with individual questions / presentations no longer than three minutes, with all questions notified to the Council in advance of the meeting.

Members of the Working Party suggested that this was a sensible approach and agreed:-

- 1. The Town Clerk be asked to produce a protocol for public participation at Town Council meetings based on the former Penwith District Council model; and
- 2. That the Town Council be **recommended to approve** the protocol attached to these minutes at Appendix A and for Standing Orders to be amended accordingly.

Meeting closed at 10.40 a.m.

Town Mayor