



ABOUT HAYLE TOWN COUNCIL

AN AIDE MEMOIRE

A Composition and Meetings

1. The council comprises 15 members and they represent the two wards with Hayle parish, Hayle North and Hayle South, which combined have a population close to 9,000 (2011 consensus). Members' term of office is generally for four years when there is an election organized by Cornwall Council. Should a vacancy occur in the meantime there would be an election providing that 10 members of the public request one. Otherwise members of the public are invited to stand and be selected by Casual Vacancy. The mayor and deputy mayor usually hold office for two years but go through a selection process each year. All councillors must sign a Declaration of Acceptance and the Register of Interest Forms.
2. Council meetings are held on the 1st and 3rd Thursday of each month except for August when there is a recess. All agendas have to be available at least 3 clear days before the date of the meeting (not including the day of delivery and the day of the meeting). A Public Participation session, commencing at 7.15pm, precedes each meeting. The first part of all council meeting agendas contain the following standard items:
 - Chairman's Announcements;
 - Apologies;
 - Declarations of Interest;
 - Approval of the Minutes of the previous meeting and
 - Discussion of the matters raised in Public Participation at the previous meeting (if any).
3. The agenda for the 1st meeting of the month includes reports from other committees for approval, reports from other bodies and working parties, consultations (other than planning), accounts, standing agenda items such as a Hayle Harbour update and other correspondence. Representatives of the emergency services will occasionally present an update to this meeting. The business of the meeting on the 3rd Thursday is usually limited to Planning and related matters, footpath issues, and guest speakers are usually invited to this meeting. While every attempt is made to adhere to this format inevitably there are variations where business is urgent or short deadlines have to be met.
4. Although technically in recess in August there is usually one meeting in the middle of the month specifically to deal with planning applications, which have relatively short deadlines for the council's comments. Other agenda items are restricted to those that cannot be held over to the September meetings and public participation is limited to the issues included on the agenda.



5. There are four principal council committees which comprise councillors, including the mayor, deputy mayor and last mayor (see Scheme of Delegation):
 - The Resource Committee (9 councillors)
This committee deals with all the financial aspects of the council's operations including the formulation of the precept (the amount of funding required by the council from the council tax), grants and donations, staffing matters, letting of council property, contracts and health and safety issues
 - The Amenities Committee (9 councillors)
This committee oversees to day to day operation of the various premises and properties owned by the council (see 10 below) including arrangements for lettings, either long-term or casual and maintenance and repairs
 - The Planning Committee (all councillors)
and
 - The Hayle Harbour Committee (all councillors).
6. There is also a Personnel Committee that meets when required and a number of working parties and groups that are formed to deal with specific issues.
7. The committees meet on a schedule formulated by the clerk and which is agreed at the annual council meeting in May of each year. The resource committee meets, on average, 6 times a year and the amenities and harbour committees approximately 5 times, depending on events and circumstances. Additional meetings may also be called, as and when necessary, to deal with specific issues or pressing matters of business.
8. All councillors are expected to serve on three committees Hayle Harbour, Planning and at least one other and, in order to carry out the business of the council or a committee, there must be a quorum of at least five councillors present at the start of the meeting. All council and committee meetings are held in the Assembly Room at the Community Centre unless it is thought that a large number of the public might attend when the venue can be switched to Room 7 at the Centre or an alternative, even larger venue. As mentioned above, all agendas must be available 3 clear days before the meeting and the venue for a meeting is specified on the agenda. The venue cannot be changed without issuing an amended agenda which is generally impossible in the light of the 3 day rule. Council and committee agendas are publicized on the website and the notice boards in the Community Centre, Copperhouse, Foundry Square and Angarrack

B Finance

9. The finance officer, under the supervision of the clerk as Responsible Finance Officer (RFO), undertakes the day to day running of the council's accounts and financial affairs, which are reported regularly to the council and the resource committee.
10. The council appoints 2 councillors as auditors to check the accounts on a bi-annual basis, at least.



11. The accounts are also checked by an internal, independent auditor. At the end of the financial year (1st April to 31st March) the final accounts are audited by an appointed external auditor, currently selected by the government. The clerk as RFO must sign the Annual Return. The outcome of this audit, together with any comments, criticisms and suggestions for improvements are subsequently reported to the full council.
12. The main sources of income to the council are as follows: -
 - The precept

This is the main source of funding. The precept for the 2021/22 financial year has recently set in the sum of £635,784. In the third quarter of each financial year the resource committee goes through a process of determining the cost of the functions, activities and projects for the coming year. This is a lengthy procedure which involves adjustments to the figures to ensure that, while services are maintained wherever possible, any increase in the precept is kept to a minimum and, ideally, in line with inflation.
 - Sundry income

The council receives some income from letting property and the running of the outdoor swimming pool. The income from letting is not significant and the swimming pool operates at a net loss which is common for this type of facility. There is also income from the allotments which is sufficient to cover the costs of operating the site. Since taking on the library service earlier this year, we are also now in receipt of the library fines and income generated by the solar panels, which are on the library roof.
 - The Community Centre

There are several rooms and suites of rooms available for letting at the Community Centre, either on a long-term or casual hire basis. Historically the operation of the Community Centre has been self-financing so it had no impact on the precept and did not rely on any money from this source however, in the last couple of years, this has changed. We are currently in the process of reviewing service charges and renewing leases, which should address the shortfall.

C Property

13. The council owns or is responsible for property and land in Hayle as follows (full details of each ownership, including plans, are contained in the Property Deeds Portfolio): -
 - (i) King George V Memorial Walk

This stretches from the junction with the road to North Quay, along the entire length of the Walk and includes the Jubilee footpath that extends across Wilson's Pool to Lethlean Lane. There is a greenhouse, a crib room and sheds partway along the Walk. These buildings are used as the gardener's primary base. Opposite the swimming pool there is a garage, where the council's two vehicles are stored overnight. During the day it also serves as a workshop and is the primary base for the maintenance technician. The ownership along the Walk also includes the pool wall



above high water mark, the verge, road and ornamental gardens (including the ponds).

- (ii) The Millponds
Both pools fall within the council's ownership with a limited amount of the surrounding land and there is a narrow extension to the south.
- (iii) The Plantation
The terraced area of paths and other structures contained within the junction of Carnsew Road (B3301) and Foundry Lane forms the main element of this landholding with a footpath/cycleway extending some distance to the west, parallel with and slightly above the B3301.
- (iv) The Recreation Ground
This is a large area of land accessed from Lethlean Lane and, which in addition to open play areas, contains children's play equipment, a skate bowl, tennis court and limited basket ball facilities. It is also home to a catering kiosk which is leased to a private operator.
- (v) Station Hill Gardens
This is a very small plot of land that is grassed with some trees and seating.
- (vi) Hayle Community Centre, 58 Queensway
This is a large, primarily single storey building with only the front central element being two storey. It is the operational base for the Town Council and the Assembly Room is used for council and committee meetings (see 8 above). In addition units are rented to Outlook SW and the Community Nurses, with Link into Learning being another main user, while other rooms are hired out on a casual basis.
- (vii) The Open Air Swimming Pool and Complex
Located at the junction of the road to North Quay and the King George V Memorial Walk the Pool is only opened for the summer season as it is open air and unheated. It measures approximately 25 metres by 13 metres with shallow and deep ends. The facilities include male and female changing rooms and toilets, an office for the lifeguards, plant room, chemical storage lockers and a catering kiosk which leased to a private operator.
- (viii) Allotments, and Cemetery Extension, Lethlean Lane
This site was acquired from the Glebe, with the cemetery extension being purchased and the allotments leased. There are currently 40 plots, with 29 classed as allotments and the remaining 11 designated as garden plots. The latter are on part of the cemetery extension land which will have to be reclaimed at some time in the future, something that would be difficult to do if they were designated as allotments. The council is seeking to provide further allotments to the south of the existing site and negotiations are ongoing with the Glebe Committee.
- (ix) Beach Access
Located at Riviere Towans near The Bluff Inn, the council leases the land from Riviere Estate (La Touche family). The council built, with grant funding, an access to the beach which improves access for all.
- (x) Public Conveniences
The council owns the toilets situated on Hayle Recreation Ground but is responsible for the toilets located at Hayle Towans, Commercial Road Car



Park and Foundry Square Car Park via a long lease from Cornwall Council.

(xi) Hayle Library

The library building was transferred to the town council on 31 May 2019 and in return the council now delivers the Library and Information Service on behalf of Cornwall Council. The building is on Commercial Road, the main road. It has its own dedicated car park and also has a grassed, sensory garden to the rear, which can be accessed either from the library or the car park.

(xii) Ventonleague Green

This site is not in the council's ownership as it is registered as common Land. However, the council has assumed some maintenance liabilities in terms of routine grass cutting and tree maintenance.

14. Areas (i) to (v) were leased to Penwith District Council, then Cornwall Council but responsibility for the maintenance of these sites was returned to this council in 2016.

D Staff and Structure

15. Currently, there is a staff of 13 which includes:

- Town Clerk (37 hours)
- Facilities and Contracts Officer (Deputy Clerk) (37 hours)
- Senior Support Officer (25 hours)
- Finance Officer (21 hours)
- Support Officer (30 hours)
- Community Centre Cleaner (15 hours)
- Maintenance Technician (37 hours)
- Assistant Maintenance Technician (37 hours)
- Gardener (37 hours)
- Senior Library Assistant (30 hours)
- Library Assistant (23hours)
- Library Assistant (18 hours)
- Library Assistant (17hours)
- Library Cleaner (7 hours)

16. In addition to the above, the council employs a number of lifeguards on a temporary/seasonal basis for the pool, employs/contracts cleaners to cover annual leave/absence and we regularly use the services of trained 'bank staff' to work at the library and information service to cover leave/absences.

E Contracts, Service Level Agreements and Devolved Services/Functions

17. Hayle Town Council has contracted out the maintenance of all public amenity areas to CORMAC (following a tender process in 2016). The following works are included within the contract:



- Grass Cutting
 - Hedge/Shrub Trimming
 - Wall Vegetation Clearance
 - Leaf/Debris Clearance
 - Weed Spraying (public highways and all sites)
 - Tree Inspection & Maintenance
 - Playground Equipment Safety Checks
 - General Property Safety Checks
 - Footpath Maintenance
18. Hayle Town Council has contracted out the cleaning and operational management of the public toilets to CORMAC (following a tender process in 2018). The following works are included within the contract:
- Daily unlock and lock up of the toilets
 - Daily cleaning of toilets
 - Daily cleaning of toilets and additional visits to clean the toilets if necessary.
 - Weekly cleaning and regular deep cleaning
 - Sanitary and sharps disposal
 - Provision of all consumables and soap dispensers and toilet roll holders in the Ladies, Gents and Unisex toilets
 - Out of hours repairs as required to a single item limit of £250 with a full report to the town clerk at the earliest opportunity
 - Monthly legionella testing
19. In June 2019 Hayle Town Council entered into a service level agreement with Cornwall Council for the provision of a multi-skilled enforcement officer (part-time) to help address the issues raised by members of the public relating to parking, dog fouling, littering and the enforce dog control orders.
20. The council has many smaller contracts and/or arrangements in place these are for services such as security, window cleaning, refuse and recycling, fire and intruder alarm maintenance etc. It also has a list of preferred contractors for skilled work i.e. electricians, gas engineers, plumbers, tree surgeons etc. There is also provision for an external Health and Safety service however this currently under review. The council has strict financial procedures in place to ensure that best value is obtained.
21. The council now also delivers a number of services which have been devolved from Cornwall Council, with or without financial support and/or an in kind agreement, a number of which have been mentioned previously in this document. These include:
- The operation of public toilets
 - The maintenance of public rights of way
 - Weed spraying of public highways
 - The maintenance of public realm furniture
 - The delivery of a library service
 - The delivery of Cornwall Council's Information Service



D Other activities

15. In addition, to the above the council is also involved with a number of other initiatives in the town and support is given to clubs and organizations through grants for specific equipment and/or support in kind, e.g. admin, printing or room hire. The council has representatives on a number of other organizations and bodies such as the Hayle Harbour Advisory Committee, Harvey's Trust etc.
16. The council is also consulted by Cornwall Council on most of the planning applications that fall within the town area, the exceptions usually being where they are for very minor changes, the discharge of specific conditions or are a request for a technical opinion. When they are received the applications are entered onto schedule which is considered at the second meeting of each month. The schedule details the complete process for dealing with planning applications and their outcomes.