

## TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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3<sup>rd</sup> December 2018

### **Minutes of the Re- Convened Extraordinary Meeting of Tintagel Parish Council** **Thursday 29<sup>th</sup> November 2018**

**Present:** Cllrs. Flower (Chairman), Brooks, Dyer, Rotherham, Avis, Mason.

**Apologies:** Cllrs Goward and Tremain

**Members of the Public:** Nine

**The Clerk read aloud the declaration relating to the filming and recording rights of the meeting. No person indicated that there was any recording/ filming being undertaken at the meeting.**

The Clerk advised that this meeting was being re-convened from the suspended Extraordinary Parish Council Meeting, held on October 1<sup>st</sup> 2018. At that meeting, it had been **proposed** by Cllr Brooks, **seconded** by Cllr Avis and **RESOLVED** that the meeting would be suspended pending the Clerk seeking advice from the Cornwall Council, Members Standards Office, in relation to the declarable interests of Cllrs. Dyer and Rotherham. Unanimous. **Carried.**

#### **Invitation to members of the public to speak prior to the meeting**

Mr Roger Wickett addressed the meeting stating that, moving forward, there needed to be a workable system for the TVC. He added that there had been no sales made from the first week of September 2018 and there was a need to move stock.

Mr Wickett alluded publicly, for a second time, to an email received by him from the ex-Vice Chairman of the Parish Council, whilst he (Mr Wickett) was in hospital. Mr Wickett stated that he would not read this email out but that he felt the Parish Council had lost its way and that the Council was not there to make a profit but to provide services to the public.

## AGENDA

The Chairman reminded those present that this meeting represented an opportunity for Members to discuss the future direction of the Tintagel Visitor Centre (TVC). He added that the discussion would be reported upon at the next Parish Council Meeting.

### Advice Received

The Clerk advised those present that this was a re-convened meeting, from the suspended meeting of the 1<sup>st</sup> October 2018. She stated that the requested advice had been received from Cornwall Council and that it was the opinion of that body that both Cllrs Dyer and Rotherham both had declarable interests in the discussion.

### Temporary Suspension of Standing Order

The Clerk advised Members that there was an opportunity available to ensure a full and fair discussion of the future of the TVC, in that, although there is no specific power to suspend Standing Orders, it could be done by way of resolution of the Members present, for a given period.

It was **proposed** by Cllr Flower, **seconded** by Cllr Mason and **RESOLVED** that the Standing Orders, relating to the declaration of interests and exclusion from discussion, should be suspended for the duration of the extant meeting. Unanimous. **Carried**

### Risk Assessment

The Parish Clerk referred to the completed Risk Assessment, which was disseminated to Members for consideration, prior to the Meeting.

Under Section 17 of the Parish Council's Financial Regulations, the Clerk is required to undertake a financial risk assessment.

Section 17 of the Financial Regulations places a responsibility on the Parish Council for putting in place arrangements for the management of risk. "The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council." When considering any activity/ new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

The Clerk explained that the Risk Assessment did not reflect the personal views or opinions of the author, rather it was intended to provide guidance to Members.

### Discussion

**Cllr Rotherham** commenced the discussion by stating that the advice, provided by the TVC, provides income for the businesses in the village (B&B's etc). He also stated that business income had generally reduced during the current financial year. Therefore, the recorded reduction in income at the TVC reflected the general retail trend.

**Cllr Dyer** advised the meeting that there had been a recent increase in the number of foreign visitors to the village and that the TVC was providing a service to these people. She added that the number of tourists to the area will almost certainly increase as a result of the new bridge to the castle. Cllr Rotherham added that he was aware of three different German tour operators who were 'Rosamund Pilcher Specialists' and would be organising tours to Cornwall, with Tintagel forming part of the itinerary.

**Cllr Mason** stated that, on the back of the Risk Assessment, a better opportunity had been created to ensure that the facility represented a better investment to the parish. He suggested that the facility should become a 'Community TVC', perhaps opening during the evening. He further suggested that a good business plan was required, highlighting what would be needed and what the Parish Council should be doing.

**Cllr Avis** added that there would be a need to set definite budgets in order to ensure accountability for investment made into the facility

**Cllr Brooks** stated that he had become a Member of the Parish Council, shortly after the TVC had been purchased. He stated that he was, in no way, against the TVC and did not wish to see it close. Indeed, he would like to see it flourish. However, he felt that it was important to address the losses incurred and asked what the Council intended to do about the same. Cllr Brooks then referred to the Risk Assessment, requesting that Members take time to read and digest it, then discuss the content.

At that juncture, Mr Roger Wickett interrupted the discussion, without invitation of the Chairman, to utter a derogatory comment. When asked by the Clerk what he had said, Mr Wickett repeated his statement. The comment was ignored by the Chairman and Members, who continued to pursue the discussion relating to the TVC.

**Cllr Flower** advised the meeting that the issue did not merely relate to income generated or lost by the facility, but also to the value of the TVC to the parish at large. He pointed out that the Parish Council makes a loss on the provision of public lavatories but continues to make the facilities available to the public. The Chairman added that the Parish Council must control its losses.

**Cllr Brooks** articulated the opinion that the TVC did not need to make a profit but merely break even.

**Mrs Margaret Beckett** was invited to add to the discussion at that point. She highlighted the fact that she and the Clerk had held a fruitful meeting and that a new system of ensuring that there was effective accountability for purchases/ invoices, which is fool proof, had been set up. That system would provide the Clerk with all the necessary data, to ensure the maintenance of accurate records for the TVC. The Clerk confirmed that, in the absence of an Epos system, the TVC register had been professionally set up to enable accurate recording of sales by type and VAT rating. The Clerk added that the first VAT return for the TVC had been submitted and that the sum of £363.00 had been refunded to the TVC ledger.

**Cllr Avis** thanked Mrs Beckett for the work that she had undertaken.

A discussion ensued in relation to the future stock for the TVC. Mrs Beckett advised that she was currently considering the purchase of some different lines and had an interest in the 'Made in Cornwall' ranges. It is hoped that the TVC would have some stock lines unique (in the village) to the facility.

Consideration was given to the potential disposal of current stock. It was felt that Christmas and the Christmas Lights Festivities would provide an opportunity to sell some items off at cost price. In order to avail the PC of that opportunity, consideration was given to permitting the TVC to recommence retail sales immediately. The Clerk advised that any agreement made on this point would have to be raised at, and ratified by, the Full Council on the 5<sup>th</sup> December.

All Members present **agreed** that the TVC should be permitted to recommence retail selling. Mrs Beckett advised that this could commence on Saturday 1<sup>st</sup> December 2018.

It was also **agreed** that the sum of £150.00 would be made available to Cllr Dyer, to provide a Christmas Celebration for the TVC Volunteers.

**The meeting concluded at 19:50 hrs**

DRAFT