

**MINUTES OF THE DEVOLUTION COMMITTEE MEETING  
HELD ON TUESDAY 11<sup>th</sup> DECEMBER 2018 IN THE TOURIST INFORMATION  
CENTRE, THE GUILDHALL, FORE STREET, EAST LOOE PL13 1AA**

**PRESENT**

Chairman Cllr R Hendy  
Cllrs D J Bryan, T Crane, M Gregory,  
J Lundy, Mrs E Hannaford, Mrs Sullivan and D Welch

**IN ATTENDANCE**

Mrs A Frith – Town Clerk  
Mrs J Horrell – Consultant

		<b>ACTIONS</b>
<b>22.</b>	<p><b><u>APOLOGIES</u></b> Apologies were received from Cllrs C Rose, A Toms and J Dingle. Late arrival apologies were given by Cllrs Mrs Hannaford and Mrs Sullivan.</p>	
<b>23.</b>	<p><b><u>TO APPROVE THE MINUTES OF THE MEETING OF 27<sup>th</sup> NOVEMBER 2018</u></b> Cllr Hendy proposed that the Minutes of the meeting of 27<sup>th</sup> November 2018 be approved, seconded by Cllr Bryan it was: <b><u>RESOLVED</u></b> Unanimously to approve the Minutes of the above meeting.</p>	
<b>24.</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27<sup>th</sup> NOVEMBER 2018</u></b> There were no matters raised.</p>	
<b>25.</b>	<p><b><u>TO RECEIVE UPDATES FROM ALL TASK GROUPS EXCLUDING THE RESTRUCTURING OF STAFF</u></b> .1 <u>Properties Task Group</u> Cllr Lundy updated on the progress of the library layout, he and Mrs Horrell had visited the library for a site visit the previous day and informed that the plans are coming together. Mrs Horrell stated that drawings will be provided and there will be space for Council meetings and a confidential room. The proposal is that the library facility moves downstairs incorporating a child facility area. She also informed that there is only £8000 left in the fund for amendments to the layout of the building. This was queried by Cllr Mrs Hannaford and she will check this figure. Cllr Lundy informed that the property group and the staffing group are working together on the project. The Group are looking at short, medium and long term plans. Mrs Horrell will be helping with the ongoing plan.</p>	

	<p><u>.2 Staffing Restructure Task Group</u>  Cllr Mrs Hannaford informed that the Group are having problems getting HR advice, Jane from Sevier has a lot of problems at the moment and they cannot get hold of Joanna Stirling who can give independent advice. She also informed that the organisation structure, roles and pay scales are already outlined.  Cllr Hendy stated that the organisation structure does not materially change the layout of the library. The critical part of the proceedings is the legal documents, some issues of which still need clarification. In answer to Cllr Crane's question Cllr Hendy confirmed that the legal documents required for approval on the 19<sup>th</sup> December are the Commercial Service Contract and the Memorandum of Understanding for the car parking spaces to meet Cornwall Council's deadline of 21<sup>st</sup> December.  The timelines for the staffing proposals and the layout of the library need to be checked out with Noreen Jefferies the following day. Cllr Hendy suggested that it may be appropriate for the Properties Group to look at potential income for Sonia's cafe land.</p>	
26.	<p><b><u>TO REVIEW THE NOTES FROM THE LAST MEETING WITH CORNWALL COUNCIL HELD ON 28<sup>TH</sup> NOVEMBER 2018</u></b>  The notes were reviewed and no comment made.</p>	
27.	<p><b><u>TO REVIEW AND COMMENT ON THE DRAFT HEADS OF TERMS</u></b>  <u>.1 Freehold Heads of Terms</u>  The Committee reviewed the draft Heads of Terms and some issues were raised, these will be taken to the Meeting with Cornwall Council the following day.  <u>.2 Agreement for the Provision of Library and Information Service – Heads of Terms</u>  The Committee reviewed the amended contract and noted that there are still some amendments to be made which will be highlighted at the meeting with Cornwall Council the following day.  <u>.3 Memorandum of Understanding – Car Park</u>  This document will be taken to Full Council on 19<sup>th</sup> December for approval.</p>	
28.	<p><b><u>DATE FOR NEXT MEETING</u></b>  To be arranged.   The Meeting closed at 8.00pm</p>	

Signed .....

Date .....