

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 3<sup>rd</sup> June 2013 in the Council Chamber, Municipal Buildings, Falmouth at 7:25pm.

Present: Councillors Ms C Atherton CC, I J Body, Mrs R D Brock, G G Chappel, G W Chin- Quee BEM, O K Cramp, Mrs M Davies, S D Eva, Mrs V E Eva, S Gray, A J Jewell CC, Ms D E Merrett, Mrs P A Minson, B M A Ross, and D W Saunby CC

In Attendance: Mr A M Williams (Town Clerk)  
Mrs R N Thomas (Finance Officer)

### F4278 **APOLOGIES**

An apology for absence was received and approved for Councillor Evans CC (Council business)

### F4279 **INTERESTS**

None received

### F4280 **CHAIR**

Nominations for Chair were sought. Two valid nominations were received.

It was proposed by Councillor Jewell, seconded by Councillor Mrs Davies and

RESOLVED that Councillor Ms C Atherton be elected to Chair the Committee for the ensuing municipal year.

A MOTION proposed by Councillor Chin- Quee, seconded by Councillor S D Eva, that Councillor Mrs V E Eva be elected was lost.

### F4281 **VICE-CHAIRMAN**

Nominations for Vice- Chairman were sought. One valid nomination was received.

It was proposed by Councillor Ms Merrett, seconded by Councillor Mrs V E Eva and

RESOLVED that Councillor S Gray be elected Vice- Chairman of the Committee for the ensuing municipal year.

### F4282 **MINUTES**

It was proposed by Councillor Ms Merrett, seconded by Councillor Body and

RESOLVED that the minutes of the meeting held on 15<sup>th</sup> April 2013 be confirmed as a correct record of the proceedings and signed by the Chairman.

F4283 **GRANT APPLICATIONS**

It was proposed by Councillor S D Eva, seconded by Councillor Chin- Quee and

RESOLVED that pursuant to Section 137 of the Local Government Act, 1972 Carnon Carers be awarded £200 for a Christmas social trip.

It was proposed by Councillor Body, seconded by Councillor Ms Merrett and

RESOLVED that pursuant to Section 137 of the Local Government Act, 1972 The Friends of Penmere Station be awarded £170 for a ground work project at the station.

It was proposed by Councillor Mrs V E Eva, seconded by Councillor Jewell and

RESOLVED that

- (i) pursuant to Section 145 of the Local Government Act, 1972 Falmouth Spring Flower Show be awarded £863 towards the cost of the event;
- (ii) that the applicant consider the submission of an annual grant request of £1000 in respect of the event.

It was proposed by Councillor Ms Merrett, seconded by Councillor Body and

RESOLVED that pursuant to Section 145 of the Local Governmental Act, 1972 Fal River Festival be awarded £500 towards the cost of the 2013 event.

F4284 **ANNUAL RETURN AND ACCOUNTS 2012/13**

It was proposed by Councillor Ms Merrett, seconded by Councillor Chin- Quee and

RESOLVED that

- (i) financial statements for 2012/13 be approved and as attached as part of these minutes;
- (ii) the Annual Return for 2012/13 be recommended to the Council for approval and as attached as part of these minutes.

F4285 **INTERNAL AUDIT 2012/13**

It was proposed by Councillor Ms Atherton, seconded by Councillor Body and

RESOLVED that the Internal Audit Report be accepted as reported and attached as part of these minutes and that the Council responds as follow:

- (i) In regard to Risk Management, the

Council is pleased that the work undertaken to date is recognised and that the Councillor Health and Safety Champion will work with the Town Clerk and Finance Officer to develop a schedule for the continuation of corporate risk management and the effectiveness of the review system.

- (ii) Asset Register/ Insurance, insurance had been comprehensively reviewed and a bespoke schedule of cover agreed with the Council's Insurer. Property asset rationalisation had been a priority and the Council would now extend physical checking of the asset register and review and amend it (and the associated) cover accordingly.
- (iii) Payments control noted.
- (iv) Payroll and expenses noted. The Council were pleased that its systems improvements here were working satisfactorily.
- (v) Internal checking. The new Council are cognisant of the need to continue the improvement of Councillors in systems checking and would utilise the Finance Sub- Committee in this regard.
- (vi) Accounts. The £6,657 was outstanding and was a resource issue in terms of evidencing the recovery to HMRC. The Town Council continued to be aware of the need to reclaim.
- (vii) Trust funds. The previous Council was not able to hold a quorate meeting of trustees. The new Council had appointed trustees and they would meet shortly to review the two funds/ assets.
- (viii) Fund balances. The Council were cognisant that fund balances had decreased to below the recommended three month level. The new Council had requested a full report upon General Fund and Earmarked Reserves.

F4286 **LAND AT BOSCAWEN FIELDS**

The Town Clerk reported that pursuant to Minute C4218 the Council had been unsuccessful in attempting to acquire land at Boscawen Fields at auction to protect it as public open space. The

report was noted and the Council would support to Village Green status application being made there.

F4287 **FORMER MORTUARY PREMISES, SWANPOOL**

The Town Clerk reported progress on the lease renewal and required electrical improvements. The report was noted and the additional works agreed.

F4288 **WODEHOUSE TERRACE ALLOTMENTS**

The Town Clerk reported that an anomaly regarding registration of the Council's land was being remedied. The report was duly noted.

F4289 **CCTV**

The Town Clerk updated the Councillors regarding CCTV operation and the latest Cornwall Council consultation.

It was proposed by Councillor Ms Atherton, seconded by Councillor Ms Merrett and

RESOLVED that the report be noted and the Council's response to the Cornwall Council Consultation be delegated to the Town Clerk, in consultation with the Council's stakeholder representative Councillor Ms Merrett, following a meeting of the stakeholders. This was because the consultation response needed to be made by 15<sup>th</sup> June 2013.

F4290 **MUNICIPAL BUILDINGS**

The Town Clerk provided an update regarding the preparatory work for the asset transfer to the Town Council. The report was duly noted.

F4291 **COUNCILLOR EMAIL ADDRESSES**

The Town Clerk and Finance Officer report upon a request to create formal and centrally administered email addresses for Councillors. The cost of such would be £16.91 per annual licence fee per account plus £12 annual user cost, with open web access but not centrally archived.

It was proposed by Councillor S D Eva, seconded by Councillor Mrs Brock and

RESOLVED that the Council agree to the use of corporate email addresses for Councillors in principle and that the Town Clerk and Finance Officer report to a future meeting with a recommended policy including data protection, disclaimers etc.

F4292 **COUNCILLOR TRAVELLING COSTS**

The Town Clerk and Finance Officer reported upon a request to consider reimbursement of mileage/ travelling costs for Councillors to attend approved meetings.

Councillor S D Eva requested that out of pocket expenses also be considered such as car parking costs for approved meetings as well as car parking costs associated with attending Council and Committee meetings at the Municipal Buildings.

It was proposed by Councillor Ms Atherton, seconded by Councillor S D Eva and

- RESOLVED that
- (i) the Council does not adopt a Members Allowance Scheme;
  - (ii) the Town Clerk and the Finance Officer canvas other Councils to establish practice regarding mileage and car-parking reclaim for approved duties and report thereon;
  - (iii) the Council seeks a dispensation from Cornwall Council for Councillor car parking for attendance at Council meetings for meetings of the Council and its Committees.

F4293 **ACCOUNTS AND PETTY CASH**

It was proposed by Councillor Ms Merrett, seconded by Councillor Body and

RESOLVED that the Accounts and Petty Cash Schedules (attached) for February, March and April 2013 be approved.

There being no further business to transact the Chairman declared the meeting closed at 8.20pm.

Signed.....

Dated.....