

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 14th April 2014 at 7.00pm

Present: Councillors Ms C Atherton CC, (Chair), I J Body, Mrs R D Brock, G G Chappel (to point mentioned), G W Chin-Quee BEM, S Gray, Ms D E Merrett, Mrs P A Minson, B M A Ross and D W Saunby CC

In Attendance: A M Williams (Town Clerk)
Mrs R N Thomas (Finance Officer)
Rev M Legumi and Mrs L Cole (Grant Applicants)

F4409 **APOLOGIES**

Apologies for absence were received and approved from Councillors Mrs M Davies (ill), S D Eva (family bereavement), Mrs V E Eva (family bereavement), G F Evans (Mayoral duty) and A J Jewell (Cornwall Council business)

Councillor Chappel was delayed due to Town Council business.

F4410 **INTERESTS**

None received

F4411 **MINUTES**

It was proposed by Councillor Mrs Brook, seconded by Councillor Body and

RESOLVED that the minutes of the meeting held on the 3rd March 2014 be confirmed as a correct record of the proceedings and signed by the Chairman.

F4412 **GRANTS**

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

RESOLVED as an amendment and on the casting vote of the chair that pursuant to section 145 of the Local Government Act, 1972 the International Six-Metre Association be granted £1000.00 towards providing the 2014 Falmouth event.

A motion proposed by Councillor Mrs Minson, seconded by Councillor Ross that a grant of £500.00 be made was lost.

It was proposed by Councillor Body, seconded by Councillor Mrs Brock and

RESOLVED that

- (i) pursuant to section 31 of the Local Government and Rating Act, 1997 the Falmouth Safe Space Initiative be granted £1000.00 towards First Aid Provision costs in 2014/15; and
- (ii) the Council would favourably consider a similar application were it to be made in 2015/16

A motion proposed by Councillor Mrs Minson that an annual grant of £1000.00 be made was not seconded.

It was proposed by Councillor Ross, seconded by Councillor Mrs Minson and

RESOLVED that consideration of the grant application by Falmouth Age Concern be deferred to enable them to attend to respond to Members questions.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Brock and

RESOLVED that pursuant to section 234 of the Public Health Act, 1936 Cornwall Air Ambulance Trust be granted £200.00 to assist the purchase of a Capnograph

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

RESOLVED that

- (i) the delayed grant to Age UK Cornwall and the Isle of Scilly of £1000.00 in 2011/12 be paid against the submitted invoices.
- (ii) letters of thanks from Age UK Cornwall and Falmouth Recovery Support CIC for grant award be noted, and
- (iii) the grant schedules for 2013/14 and 2014/15 be noted.

F4413 **IN BLOOM**

The Town Clerk reported that the South West in Bloom application had been submitted in addition to eleven In Your Neighbourhood Awards applications and the Green Flag application for Kimberley Park. The report was duly noted.

F4414 **RESIDENTS PRECEPT**

The Town Clerk reported that Cornwall Council had not circulated the Town Council's residents information letter. To remedy this it had been included on the Town Council's website and would be included in Fathom the Residents Newsletter.

F4415 **2013/14 FINANCIAL YEAR**

The Finance Officer updated regarding ongoing year end accounts work. The Town Clerk reported that the Internal Auditor was preparing his report. Also other sources of income including Council Tax Support Grant and Asset Transfer Grants should be accounted for separately in the 2013/14 Annual Return. These reports were duly noted.

F4416 **BANK MANDATE**

The Town Clerk reported that the Legislative Reform Order became operative from 13th March 2014.

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

RESOLVED that pursuant to Minute F4393 the Council were satisfied that safe and efficient arrangements, compliant with proper practice, were in place and therefore the Mandate be amended to require one Councillor signature to authorise payments and validate cheques.

F4417 **SKATEPARK AND DRACAENA CENTRE**

Councillors Chin-Quee and Body reported upon proposals to develop the Skatepark and for a local management model for better management of the Dracaena site in partnership with the Dracaena Centre by asset transfer to the Town Council.

It was proposed by Councillor Chin-Queen, seconded by Councillor Body and

RESOLVED that the Council continues to seek the transfer of Dracaena Fields to local management and Town Council ownership and supports the development proposal for the Town Council's Skatepark.

F4418 **LIBRARY AND ONE STOP SHOP REVIEW**

The reduced operating hours for these facilities was duly noted with disappointment.

F4419 **MUNICIPAL BUILDINGS**

The Town Clerk reported the successful freehold transfer including the Webber Street Toilet site, subject to the Council's seal authorisation, on 2nd April 2014. Further a full conditions survey had been undertaken and was reported.

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

RESOLVED that a five-year programme of works based on the recommendations of the conditions survey be costed and undertaken. As a priority a Fire Risk Assessment be completed by 2nd May 2014 and works undertaken to the rear wall/ embankment subject to consent which was not in the Council's ownership.

F4420 **PUBLIC CONVENIENCES**

The Town Clerk reported the successful lease transfer of six public conveniences, subject to the Council's seal authorisation, on 2nd April 2014. The Gillyngvase Toilets would permit a sub-lease as previously agreed and a licence for refurbishment works. The Council has also enhanced the cleansing regime and would need to consider reactive repair arrangements. Also Cornwall Council had advised that Business Rates were payable on Public Conveniences.

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

RESOLVED that

- (i) the Town Clerk instruct a sub-lease of Gyllyngvase Toilets (former gents toilets area) to the Gyllyngvase Surf Life Saving Club for storage of surf life saving equipment at a reduced rental value to recognise the works undertaken by the club and to recognise its community worth.
- (ii) the cleansing regime be enhanced as recommended and review the contract arrangements in due course.
- (iii) out of hours emergency call out be contracted with CORMAC Solutions Ltd.

F4421 **CORNWALL TOWN AND PARISH SUMMITT – 13TH MAY 2014**

The event was duly noted and that Councillor Cramp would represent the Council.

F4422 **SEAFRONT AND PENDENNIS POINT**

Councillor Gray reported volunteer efforts for seafront enhancements. The Town Clerk reported ongoing efforts for the Town Council to oversee these efforts within Cornwall Council owned areas and assets. Glazing repairs could also be undertaken on Cornwall Council Shelters by the Town Council.

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

RESOLVED that

- (i) the Council provides £500.00 from the Town Enhancement Budget for paint and materials to assist The Friends of Falmouth Bay Volunteers improvements and the Town Council continues to assist their efforts.
- (ii) the Council looks to work with Cornwall Council to achieve glazing renovations and improvements to seafront shelters.

Councillor Chappel entered the Meeting during the above item.

F4423 **NEW VEHICLE**

The Town Clerk reported that the Council had resolved to acquire a flat-bed tipper vehicle to assist its work in regard to environmental management, cemetery, event management and art gallery work with a budget of £15,000.00. Several used vehicles had been identified. However, a new vehicle with a substantial discount could be sourced for £23,816.94 (plus road fund licence, registration and branding costs) but with a long order time. He recommended this course.

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

RESOLVED that a new Peugeot Boxer L3 335 Chassis Cab 130 'Pod Tipper' with South West Commercial Conversion be acquired from Hawkins Motors Ltd for £23,816.94 plus on road costs. Also both this vehicle and existing Council van be rebranded. The 2014/15 vehicle acquisition budget be utilised with virements from underspent environmental enhancements and Cemetery budget for 2013/14.

F4424 **COUNCILLOR EMAIL ADDRESSES**

Councillor Mrs Brock provided an update in this matter.

It was proposed by Councillor Mrs Brock, seconded by Councillor Mrs Minson and

RESOLVED that the Council adopts the new standard letter head and business card layouts as recommended, and that each Councillor has a Town Council corporate email address.

F4425 **TREWORKS AT KIMBERLEY PARK**

It was duly noted that the tree works had been completed by the lower tenderer for the works, Agroforestry Services.

F4426 **WEED SPRAYING**

It was proposed by Councillor Body, seconded by Councillor Chappel and

RESOLVED that

- (i) the Staffing Committee be requested to examine options for the spraying work and whether it could be more expedient to recruit with the budget allocations
- (ii) if it was not expedient, or could not be actioned in time for 2014/15 works then the council seek tender prices for a highway zone 2 and 3 weed spraying in 2014/15.

F4427 **ARTICLE 4 DIRECTION – HOUSES IN MULTIPLE OCCUPATION AND NEIGHBOURHOOD PLAN.**

The Chairman reported that discussions would commence when the lead officer at Cornwall Council returned from leave.

F4428 **FORMER ROYAL CORNWALL SAILORS HOME, BANK PLACE, FALMOUTH.**

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

RESOLVED that the Council supports the effort of the Town Mayor to get an official commemorative plaque on 3 Bank Place.

F4429 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts for February and Petty Cash Schedules for February and March 2014 (attached) be approved.

F4430 **SHOPPERS SHUTTLE BUS SERVICE – URGENT ITEM**

The Chairman reported that the amendments to the route of the Shoppers Shuttle Bus were oversubscribed and putting off users. She agreed to take this as an urgent item so the service could quickly be amended if possible.

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

RESOLVED that the Town Manager discuss with the Shuttle Bus provider other ways of supporting or enhancing the additional service.

F4431 **CORNWALL COUNCIL TRANSPORTATION PORTFOLIO HOLDER VISIT – URGENT ITEM.**

The Chairman reported a visit by Councillor Biscoe who had viewed Church Street Car park and was pursuing the matter of the restricted area. He suggested a European bid application for capital improvements there. The Chairman would also undertake a disability access audit with the Town Manager and Falmouth BID Manager to identify improvements and link with shopmobility. The Chair agreed to take this as an urgent item as it was expedient to update Councillors in these matters.

F4432 **EXCLUSION OF THE PRESS AND PUBLIC**

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

RESOLVED that the press and public be excluded for the following item of business in regard to property matters.

F4433 **CHAIR UPDATE – PROPERTY MATTERS – URGENT ITEM**

The Chair updated the Committee in regard to a property matter. The report was duly noted and the Council should continue to pursue the matter.

There being no further business to transact the Chair declared the meeting closed at 8.25pm.

Signed: Date: