

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 9th June 2014 at 7.00pm

Present: Councillors Ms C Atherton CC (Chair), I J Body, Mrs R D Brock, G G Chappell, O K Cramp, Mrs M Davies, S D Eva (to point mentioned), Mrs V E Eva (to point mentioned), S Gray, A J Jewell CC, Ms D E Merrett, Mrs T A Minson, B M A Ross and D W Saunby CC.

In Attendance: A M Williams (Town Clerk)
Mrs R N Thomas (Finance Officer)
P Maxted (Falmouth Age Concern)

F4434 **APOLOGIES**

An apology for absence was received and approved from Councillor Chin-Quee (work).

F4435 **INTERESTS**

None received

F4436 **MINUTES**

It was proposed by Councillor Ms Merrett, seconded by Councillor Mrs Davies and

RESOLVED that the minutes of the meeting held on the 28th May 2014 be confirmed as a correct record of the proceedings and signed by the Chairman subject to the amendment that Councillor Chappell attended the meeting from point mentioned.

F4437 **GRANTS**

It was proposed by Councillor SD Eva, seconded by Councillor Mrs Brock and

RESOLVED that the consideration of the grant application for the Falmouth under 12s Rugby Tour be deferred to allow the applicant's representative to attend.

It was proposed by Councillor Mrs Minson, seconded by Councillor Mrs VE Eva and

RESOLVED that pursuant to Section 135 of the Local Government Act 1972 Falmouth Age Concern be granted £500 towards the provision of a website supporting its work.

Mr Maxted for the applicant explained that the annual grant provided by the Council was used by Age Concern UK to provide the Day Centre in Falmouth and that was a separate entity to Falmouth Age Concern.

Letters of thanks for grant awards were duly noted from Cornwall Air Ambulance (£200) and International Six-Metre European Championships Falmouth (£1000) as was the 2014/15 Grants Schedule.

F4438 **DEVON AND CORNWALL POLICE REVIEW OF PUBLIC CONTACT**

It was proposed by Councillor Mrs VE Eva, seconded by Councillor Ms Atherton and

RESOLVED that the Council write to the Police and Crime Commissioner strongly objecting to the proposal to close the Police Inquiry desk at Falmouth Police Station, given the needs of a large town and the size of the community with a large and expanding youth and elderly population and also given the unreliability of the 101 telephone number.

F4439 **ACCOUNTS AND AUDIT**

The report of the Town Clerk, Finance Officer and Councillor Gray of their attendance at the Cornwall Association of Local Councils Finance and Audit Event on 29th April 2014 was duly noted, and:

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

RESOLVED that

- (i) The Council develops a regular system of Councillor checking of internal systems to run alongside Surgery attendances. Chairman and Vice-Chairman of the Finance and General Purposes Committee to periodically check and oversee that.
- (ii) With the change to single signatory mandate for cheques then for non-routine cheque payment of over £10,000 a covering explanation with mandate be provided and recorded that is signed by the cheque signatory.
- (iii) The Town Clerk and Finance Officer adapt Model Financial Regulations to include the appropriate practices and procedures of the Council and refer these for adoption by the Council in due course.
- (iv) The appointment of the Independent (internal) Auditor be reviewed annually and the terms of reference of the appointment and audit reviewed biennially.
- (v) The Council undertakes annual reviews of risk assessments.

F4440 **INTERNAL AUDIT REPORT 2013/14**

This was still awaited.

F4441 **ANNUAL RETURN 2013/14**

The Finance Officer reported the year-end figures for 2013/14 (attached as part of these minutes).

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

RESOLVED that the Council be recommended to agree its Annual Return for 2013/2014 on the basis of the report of the Finance Officer.

F4442 **RECORDING OF MEETINGS AND OTHER ARRANGEMENTS**

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

RESOLVED that the Council develop a protocol that includes informing participants that they may be recorded during their presentations/representations /attendance of Council Meetings. Also advising that if oral broadcast becomes disruptive to the meeting then the Chairman would rule upon that and may request the broadcast to be reduced or discussion terminated. Those attendees wishing to record meetings should also advise the Chairman or Town Clerk of their intention to do so. Finally, the Council should also further consider whether to record its meetings.

F4443 **STORE AT DRACAENA**

It was proposed by Councillor SD Eva, seconded by Councillor Body and

RESOLVED that the Tenancy at Will agreement with Cornwall Council for the Town Council to use the redundant changing rooms at Dracaena fields for the storage of signs and barriers associated with town event road closures be approved.

F4444 **CCTV**

The Town Clerk reported the novation of contracts with BT to the Town Council and an update in regard to control room provision and camera upgrade and transfer by Cornwall Council and the need for a maintenance contract.

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

RESOLVED that the Council confirms its commitment to providing public realm CCTV in Falmouth and agrees to novate the BT contracts for an initial twelve month period and engages with stakeholders to provide a central control room in Truro and ideally provide wireless links to future proof camera subject to cost. Also to enter into a maintenance contract to be overseen by Cornwall Council. Councillors Ms Atherton and Gray to represent the Council with the Town Clerk in progressing these matters.

F4445 **CORNWALL COUNCIL: PROCEDURE FOR THE ASSESSMENT AND DETERMINATION OF ALLEGATIONS OF BREACHES OF THE MEMBERS CODE OF CONDUCT**

The review of effectiveness of procedures by the Standards Committee was duly noted.

F4446 **CODE OF CONDUCT**

The requirement to register Union Membership in the Councillor Register of Interests was duly noted as was the advice of the Town Clerk to Members to ensure their Register forms were up to date.

F4447 **BEACH MANAGEMENT**

It was proposed by Councillor SD Eva, seconded by Councillor Ms Merrett and

RESOLVED that the Council fully endorses the re-establishment of the Beach Management Group and recommends that Councillor Gray chairs it.

Further it was noted that the Sub-Lease part of Gyllyngvase Toilets was proceeding and that the holding tank at Castle Beach Toilets had been emptied but that Cornwall Council should remedy the inspection and any works required for the pump and decorate the pump room as it had failed to do so pre-transfer.

F4448 **TOWN AND PARISH AND VOLUNTARY SECTOR SUMMIT 13TH MAY 2014**

The report of the Town Clerk regarding attendance at the Summit and the Runoff Grant Scheme (flooding) was duly noted.

F4449 **COUNCILLOR BUSINESS CARDS, EMAIL ADDRESSES AND FREEDOM OF INFORMATION**

The availability of Councillor Business Cards and corporate e-mail addresses was duly noted as was the advice of the Town Clerk that all Council information held by Councillors could be accessible in respect of freedom of information requests.

F4450 **CHANGES TO BUS SERVICES IN CORNWALL AND PLYMOUTH**

The First route changes in the Cornwall and Plymouth area from 2nd June were duly noted.

Councillors SD Eva and Mrs VE Eva now left the meeting.

F4451 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash schedules for March, April and May 2014 (attached) be approved.

F4452 **EXCLUSION OF THE PRESS AND PUBLIC**

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

RESOLVED that the press and public be excluded from the meeting for the following business as it involves the consideration of contractual and property matters.

