

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 7th July 2008 in the Council Chamber, Municipal Buildings, Falmouth at 7.00 pm.

Present: Councillors G F Evans (Chairman), A K Ayres, Mrs A Biggins, Mrs J A Booth, G W Chin-Quee, Mrs M Davies, B Elliott, S D Eva, Mrs V E Eva (Vice Chairman), Ms D E Merrett and Mrs M Ryan

In Attendance: A M Williams (Town Clerk)
S J Polglase (Finance Officer and Deputy Town Clerk)
D Pollard (Town Manager)

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F3620 **APOLOGIES**

Apologies were received and approved from Councillors Body (holiday), Cramp (holiday), Sterratt (work) and Varney (civic engagement).

F3621 **INTERESTS**

Councillor Chin-Quee declared an interest in Minute F3634 as a member of the Management Committee of Falmouth Youth Club and left the meeting during the consideration of that item.

F3622 **MINUTES**

It was proposed by Councillor Mrs V E Eva and seconded by Councillor Elliott and

RESOLVED that Part I of the minutes of the meeting held on 2nd June 2008 be confirmed as a correct record of the proceedings and signed by the Chairman subject to the inclusion of Councillor Mrs Ryan as having attended.

F3623 **COMMUNITY GRANTS 2008/09**

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 Pendennis Brass be granted £250 towards a concert bass drum.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972, Cornwall Film Festival be granted £500.00 towards the cost of the 2008 event.

Councillor Ms Merrett withdrew a motion that £250 be granted.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972, Circo Kernow (Swamp Circus Trust) be granted £500.00 towards the cost of Community based training and site specific circus-theatre in Falmouth in 2008

A motion proposed by Councillor S D Eva that £200 be granted fell.

F3624 **REVIEW OF CORNISH ELECTORAL ARRANGEMENTS**

It was proposed by Councillor Chin-Quee, seconded by Councillor Elliott and

RESOLVED that the Council responds formally to the Boundary Commission endorsing the detailed submission made by Saltash Town Council and supporting the recommendation for 130 elected members to serve the new unitary authority.

F3625 **INTERNAL AUDIT REPORT**

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

RESOLVED that the Council formally recognises the Internal Auditors Report 2008 and implements the following measures:

- (i) a sub-committee be formed of the Chairman, Vice-Chairman and two other members to review the effectiveness of the systems of internal control and to formulate a risk management policy;
- (ii) the fidelity guarantee cover be increased to £1 million (already actioned);
- (iii) to review the suitability of SAGE as a means of providing fixed Assets Register and acquire suitable software as necessary;
- (iv) the agreed de minimus level be strictly adhered to, and a review of assets by reconciliation with VAT and insurance (as re-evaluation was due) takes place;
- (v) the identified VAT irregularities to be rectified and recording issues addressed;
- (vi) to account for petty cash as at present as VAT reclamation was not cost effective;
- (vii) all claim forms for subsistence expenditure and mileage be authorised and countersigned by the Town Clerk before processing;
- (viii) the overstated value on assets was a knock-on from VAT issue and the identified maternity payment issue was being reclaimed and the recording process being addressed;
- (ix) P60 pro forma and monthly payslips will now be issued timely;
- (x) given the likelihood of exceeding the SORP Threshold in 2009/10 the Council will look to develop appropriate practices in 2008/09 to provide the required evidence;
- (xi) movements for earmarked reserves to be approved and minuted;
- (xii) the Council aims to maintain the current levels of reserves;
- (xiii) the de minimus level of £200 continue to be applicable for fixed assets;

- (xiv) the level of reserves be recorded in accordance with CIPFA guidance (LAAP 55);
- (xv) journal vouchers and bank reconciliations to be prepared for monthly review by Town Clerk; and
- (xvi) main systems and key controls to be formally documented to form the basis of financial and operational procedures.

F3627 REPLACEMENT TELEPHONE SYSTEM

The Town Clerk reported quotes for a replacement telephone system as the existing system could not be upgraded as required nor properly maintained given that parts were no longer available.

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

RESOLVED that the quotation from Datasharp for the Siemens Hipath 3350 (eight digital and four analogue extensions) system be approved in the sum of £3,380 from general fund reserves and annual maintenance cost of £251 (first year free) and uninterruptible power supply at £552 if necessary.

F3628 COMMUNITY PLAN

It was duly noted that a presentation would be made to a special meeting of the Committee on 14th July 2008 at 6.00pm.

F3629 BOWLING GREEN PLAY AREA

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

RESOLVED that the recommendations of the Working Party held on 18th June 2008 be agreed.

F3630 ACCOUNTS AND PETTY CASH

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

RESOLVED that the Accounts and Petty Cash Schedules (attached) for May and June 2008 be approved.

F3631 EXCLUSION OF THE PRESS AND PUBLIC

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

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded from the meeting.