

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 13th September 2010 in the Council Chamber, Municipal Buildings, Falmouth at 7:00 pm.

Present: Councillors A K Ayres (in the Chair), Mrs A J Biggins, I J Body,
Mrs J A Booth, C H Choak, O K Cramp, Mrs M Davies, G F Evans,
A J Jewell, Ms D E Merrett, Mrs M Ryan and Dr D A Sterratt

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

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F3872 APOLOGIES

Apologies for absence were received and approved from Councillors Chin-Quee (Council business) and Mrs Hrydziuska (ill).

F3873 INTERESTS

Councillors Evans and Jewell declared an interest in the grant application by the Falmouth Bay Residents Association (Minute F3877) as they were Members of the Association and did not vote thereon.

Councillor Body declared an interest in (Minute F3892) as he was related to one of the potential contractors and left the meeting during the consideration thereof.

F3874 CHAIRMAN

The Vice-Chairman sought nominations for Chair and one valid nomination was received.

It was proposed by Councillor Cramp, seconded by Councillor Mrs Biggins and

RESOLVED that Councillor D A Sterratt be elected
Chairman of the Committee for the remainder of the
municipal year.

F3875 VICE-CHAIRMAN

Councillor Ayres to remain as Vice-Chairman of the Committee.

F3876 MINUTES

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

RESOLVED that the minutes of the meeting held
on 5th July 2010 Parts I and II be confirmed as a correct
records of the proceedings and signed by the Chairman.

F3877 **GRANT APPLICATIONS**

The Town Clerk reported a letter of thanks from the League of Friends of the Falmouth Hospitals for the grant awarded which was duly noted.

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

RESOLVED that pursuant to Section 137 of the Local Government Act, 1972 the Falmouth Bay Residents Association to be granted £130 to support the Garden Party, newsletter and member services.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 Pendennis Brass be granted £750 towards the purchase of a Euphonium.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 the Oyster Festival School Parade be granted £255 towards the event.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 Swamp Circus Trust (Circo Kernow) be granted £500 towards the delivery of the Winter Training Programme 2010.

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

RESOLVED that pursuant to Section 79 of the Charities Act, 1993 the Merlin Project Motorcycle Trek be granted £20 towards the event.

F3878 **TELECOMMUNICATIONS CHARGES**

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

RESOLVED that the Council establishes direct debit payments for British Telecommunications PLC One Bill Plus.

F3879 **GYLLYNGVASE BEACH, FALMOUTH**

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

RESOLVED that the Cornwall Council Operations Manager (Mid) Cornwall be thanked for his response (pursuant to minute F3847) and the Council were pleased to note the changes to the beach regime and would discuss further the longer term arrangements, including possible additional Police support.

F3880 **CCTV STAKEHOLDERS**

It was duly noted that Councillor Ms Merrett would attend the Stakeholders meeting re-scheduled for 30th September 2010 and report further thereafter.

F3881 **INTERNAL AUDIT**

It was proposed by Councillor Ayres, seconded by Councillor Cramp and

RESOLVED that the outcomes of the meeting held on 20th July 2010 between the Chairman and Vice-Chairman and the Internal Auditor be endorsed and

- (i) it was noted that the treatment of asset valuations needed to be addressed for FRSEE reporting;
- (ii) Standing Orders to be updated with Financial Regulations
- (iii) the Finance Sub-Committee to review internal control systems
- (iv) Fidelity Guarantee Cover has been increased to £800,000
- (v) Contents cover in the Zurich Policy was being reviewed
- (vi) Fixed Asset recording to be reviewed to establish an appropriate system
- (vii) Trescobeas Project was the subject of an investigative report so as to inform future project management
- (viii) The council will establish a more effective way of signing cheques (i.e. not combined with meetings)
- (ix) Payroll/expenses controls, the systems had already been amended to better prevent potential abuses
- (x) Staff reorganisation and effective monitoring will better prevent mis-postings and allow prompter remediation
- (xi) The Council duly noted that fund balances were below the recommended minimums and would be cognisant of this when setting budgets for 2011/12
- (xii) The Council duly noted that the systems notes and flowcharting recommendations had not been actioned as the Council had previously instructed. This would be remedied as resources permitted.
- (xiii) The Finance Sub-Committee to continue to review the progress of the above actions.

F3882 **LETTER OF REPRESENTATION – EXTERNAL AUDIT**

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

RESOLVED that the letter of representation (attached as part of these minutes) prepared by the Responsible Financial Officer be endorsed and sent to the District Auditor.

F3883 **2009/10 FINANCIAL STATEMENTS, ANNUAL GOVERNANCE STATEMENT AND ANNUAL REPORT**

It was proposed by Councillor Evans, seconded by Councillor Mrs Biggins and

RESOLVED that following accounting adjustments the 2009/10 financial statements, Annual Governance statement and Annual Report, attached as part of these minutes, be approved.

F3884 **STREET CLOSURE ARRANGEMENT**

The Committee noted with concern the proposals/changes these would be raised by the Town Manager in his report to Council.

F3885 **LOCAL MAINTENANCE PARTNERSHIP 2010/11 – OFFER OF GRANT**

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

RESOLVED that the Council accepts the grant of £295 (or 100% of eligible cost whichever is the lower) by Cornwall Council towards the costs of cutting Public Rights of Way in Falmouth but formally note that the cost of works far exceeded the size of grant.

F3886 **BUDGET UPDATE**

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

RESOLVED that
(i) the budget update that forms part of these minutes was duly noted
(ii) the Committee requested quarterly monitoring updates.

F3887 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash Schedules (attached) for July and August 2010 be approved.

F 3888 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Body, seconded by Councillor Choak 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.