

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 12<sup>th</sup> September 2011 in the Council Chamber, Municipal Buildings, Falmouth at 7:00pm.

Present: Councillors Dr D A Sterratt (Chairman), A K Ayres, Mrs A J Biggins, I J Body, O K Cramp, Mrs M Davies, G F Evans, Mrs S Hrydziuszka, A J Jewell, Ms D E Merrett, Mrs M Ryan and D W Saunby.

In Attendance: Mrs R N Thomas (Finance Officer)

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### F4032 **APOLOGIES**

Apologies for absence were received and approved from Councillors Mrs Booth (family illness) Chin-Quee (meeting), Choak (ill) and O'Brien (work).

### F4033 **INTERESTS**

None received.

### F4034 **MINUTES**

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

RESOLVED that subject to the amendment of typographical error in minute F4029 the minutes of the meeting held on 4<sup>th</sup> July 2011 be confirmed as a correct record of the proceedings and signed by the Chairman.

### F4035 **GRANT APPLICATIONS**

Finance Officer provided updates in regard to the applications.

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

RESOLVED that pursuant to Section 164 of the Local Government Act 1972, Lambs Lane and Ashfield Residents Association be granted £250 towards the cost of running the community fun day and official opening on the 17<sup>th</sup> September 2011.

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

RESOLVED that pursuant to Section 137 of the Local Government Act 1972, the Falmouth and Penryn Youth Website be granted £47.50 towards the hosting of domain hosting for a further two years.

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

RESOLVED that pursuant to Section 145 of the Local Government Act 1972, the Oyster Festival School Parade be granted £750 towards the cost of the production of the Oyster Man and associated parade costs.

The application outstanding from Embark Ferry Art 2011, deferred from a previous meeting has now been received.

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

RESOLVED that the application was refused.

Consideration of the grant application received from Fal Energy Partnership was deferred to request that the applicant provide further information on the expenses for students and consultants identified within the project.

Further it was noted that the application had not yet been received from Fire Brigade Kitchen Safety Initiative. Also a letter was received from Pendennis Brass and this was duly noted as was the 2011/12 grant schedule.

#### F4036 **IT EQUIPMENT**

##### (1) **TOWN MANAGEMENT OFFICE**

The extension of PC warranties was duly noted.

##### (2) **MUNICIPAL BUILDINGS**

The Council considered the necessary improvements to the Council's electronic wireless access.

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

RESOLVED that alternative quotations be sort and a report be prepared by The Finance Officer and brought back to the Committee for consideration at a later date.

##### (3) **COUNCIL OFFICES – PRINTER/COPIER**

The Council noted that the warranty period for the Printer/Copier is about to expire. The Finance Officer reported further that there were currently no issues with the Printer/Copier.

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

RESOLVED that the Council delegate the decision to replace the equipment as and when required to the Chair and Vice-Chair of the Committee in consultation with the Town Clerk/RFO.

#### F4037 **LARGE LOCAL COUNCILS MEETING, CORNWALL ASSOCIATION OF LOCAL COUNCILS**

Councillor Cramp presented his report of the LLC meeting with the Cornwall Council Localism Portfolio holder on 27<sup>th</sup> July 2011 which was duly noted.

F4038 **TOWN GUIDE**

Following the recent changes to the Fal Visitor Centre the Finance Officer reported that there is an opportunity to rationalise and amalgamate the Town Guide with the Accommodation Guide thus reducing duplication. The design and production would be overseen by the Fal Visitors Centre removing the distribution onus on the Council whilst significantly increasing numbers and availability, and having an annual (instead of biennial) publication.

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

RESOLVED to support the amalgamation of the Town and Accommodation Guides for Falmouth.

F4039 **THE BRIBERY ACT - 2010**

The Council duly noted the details of the Legal Briefing L07-11 received from the National Association for Local Council.

F4040 **SKATEPARK, DRACAENA AVENUE**

Cornwall Council have formally acknowledged that it is looking into the Council's request for the transfer of the freehold of the site and adjoining land from Cornwall Council so as to better manage the site and enable grant applications to be made.

Further the Council were concerned that the children's play area in Dracaena Park was in a poor state of repair with most of the equipment having been removed by Cornwall Council.

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

RESOLVED that the Council formally write to the Councillor G Chappell, Cornwall Councillor for the Penwerris District requesting that;

- (i) the current situation with the Dracaena Play Area be investigated, and
- (ii) that he consider contributing towards the reinstatement costs from his Cornwall Council devolved budget, and
- (iii) that he provide details of expenditure to date from his Cornwall Council devolved budget.

F4041 **TRESCOBEAS RECREATIONAL AREA**

The Council noted the details of the security and noise attenuation measures proposed for the area to facilitate the Sainsbury's development at Ponsharden.

Further to the Finance Officer reported that the Phase III works were now complete and had been delivered under budget.

F4042 **KIMBERLEY PARK**

The Council noted the Finance Officers report that a pre-contract meeting has taken place and works on the replacement public toilet block is imminent and that the Council were waiting for permission to demolish from Cornwall Council and once received works would progress. The details of ongoing cleaning costs still awaited.

F4043 **CEMETERY**

The Finance Officer reported on the recommended changes to working practices which had been identified following a meeting with Cornwall Council representatives.

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

RESOLVED that the Council approve the purchase of long-handled grave excavation equipment and safety covers as these were considered a necessary safety requirement.

The Council were further asked to consider the purchase of a small dumper to assist with removal of excavated material.

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

RESOLVED that quotations be obtained for equipment to assist the Council to give consideration to the various methods available to comply with this 'best practice' recommendation.

F4044 **ASSET REGISTRATION AND VALUATIONS**

The Council noted that Smith and Gore have been engaged to register the Council's land and buildings assets with the Land Registry and to provide accurate valuations for the Council.

F4045 **PUBLIC CONVENIENCES IN FALMOUTH**

The Finance Officer reported that dialogue was continuing with Cornwall Council on the future provision in Falmouth. Debate ensued.

It was proposed by Councillor Jewell, seconded by Councillor Biggins and

RESOLVED that the Council formally write to each of the County Council elected members for Falmouth requesting that they support the Council's recommendation that public convenience provision continued to be delivered by Cornwall Council or tied to other leased property in the vicinity of each unit.

Councillor Evans left the room during the discussion of this point.

F4046 **ENVIRONMENTAL ENFORCEMENT**

Following the successful training of Council Officers, the Council considered the formal authorisation of these officers to issue fixed penalty notices in regard to dog fouling, littering and graffiti offences.

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

RESOLVED that the Council formally authorise the trained Council Officers to enforce and issue fixed penalty notices in regard to dog fouling, littering and graffiti offences undertaken on Town Council Property.

Further the Council requested that officers obtain clarification on the treatment of fines levied and income raised in regard to this, to be reported at a later date.

F4047 **TRAFALGAR WAY PLAQUE**

Listed Building Consent and Planning Permission had now been granted to affix the Trafalgar Way Commencement Plaque to the Municipal Buildings and this was duly noted.

F4048 **COUNCIL CHAMBER**

The Finance Officer reported that a new carpet will be laid in the Chamber and Parlour after the conclusion of Councillor Surgeries on 23<sup>rd</sup> September 2011 and this was duly noted.

F4049 **2011/12 BUDGET MONITORING REPORT**

The Finance Officer reported further on the budget monitoring report prepared to the end of August 2011 and this was duly noted.

F4050 **2012/13 SERVICE BUDGETS**

The Finance Officer reported that work has now commenced on the preparation of service budgets for the purposes of budget and precept setting. Councillors are asked to give consideration to projects that they would like to progress during the 2012/13 Municipal Year.

Further the Chairman and Vice-Chairman have provisionally approved an operational budget for 2012/13 for Town Management.

The Council duly noted these items.

F4051 **AUDIT COMMISSION**

The Audit Commission have advised that they will meet the costs for any abortive audit work carried out by the Council for the 2010/11 audit before the Council became a smaller relevant body because of the Accounts and Audit Regulations 2011. The Finance Officer reported that this did not apply to this Council and this was duly noted.

F4052 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash Schedules (attached) for July and August 2011 be approved.

There being no further business to transact the Chairman declared the meeting closed at 8.10pm.

Signed.....

Dated.....