

## **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 18<sup>th</sup> April 2016 at 7.00pm

Present: Councillors Ms C Atherton CC (Chair), I J Body, Mrs R D Brock, G G Chappel, Mrs M Davies, S D Eva, Mrs V E Eva, S Gray, A J Jewell CC, 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)  
Ms J Summers, Ms K Rowe, N Trebilcock and N Druce (Grant Applicants)

### F4735 **APOLOGIES**

Apologies for absence were received and approved from Councillors Cramp (ill), Evans (ill), and McCarthy (family commitment).

### F4736 **INTERESTS**

Councillor S D Eva declared a non-disclosable interest in Minute F4738 – grant application by Falmouth Age Concern as he sat as a Council representative on that body. He left the meeting during the consideration of that item.

### F4737 **MINUTES**

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

RESOLVED that the minutes of the meeting held on 29<sup>th</sup> February 2016 be confirmed as a correct record of the proceedings and signed by the Chair subject to the amendment of Minute F4717 to note the grant award was made to Falmouth Age Concern (not Age UK).

### F4738 **GRANTS**

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

RESOLVED unanimously that pursuant to Section 234 of the Public Health Act, 1936 FLEET (Frontline Emergency Equipment Trust) be granted £354 (or cost of the annual Service charge if less) for the Heartsafe SMART Outdoor Cabinet and Public Access Defibulator at Pendennis Point. The grant to be repeated for the 2017/18 and 2018/19 financial years.

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

RESOLVED that the Falmouth Age Concern be advised to utilise their unclaimed annual grant award to cover the costs of the Befriending Service.

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

RESOLVED that the grant request by King Charles the Martyr Church for church clock repairs be declined as they appeared to have raised the necessary funds.

It was proposed on an amendment by Councillor Jewell, seconded by Councillor Saunby and

RESOLVED unanimously that pursuant to sections 1-8 of the Localism Act 2011 the League of Friends of Falmouth Hospital be granted £3000 to assist the redevelopment of an unused Day Room into a Transfusion Suite at Falmouth Hospital from the underspend in the 2015/16 grant budget, subject to confirmation by the Clerical Commissioners that the ongoing use of the suite on the site was viable.

A proposal by Councillor Ms Atherton, seconded by Councillor S D Eva that a grant of £1000 be made subject to Clerical Commissioners confirmation was withdrawn. An amendment by Councillor Jewell, seconded by Councillor Mrs Brock that a grant of £2000 be made was withdrawn.

A full update on the Oyster Sculpture Project was deferred.

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

RESOLVED that as the Falmouth Poetry Group had not received notification of its 2015/16 grant award (£200) the award be carried over into the 2016/17 financial year.

The grant schedules 2015/16 and 2016/17 were duly noted.

F4739 **FALMOUTH LIBRARY AND ONE STOP SHOP SERVICE AND FORMER POST OFFICE DEVELOPMENT**

The Chair agreed to combine these agenda items.

The Town Clerk reported that discussions were ongoing with Cornwall Council and Falmouth Library and OSS transfer was one of three County pilots. Staff would be seconded pending full transfer in due course and the OSS would remain at Church Street until the Post Office building was ready. Heads of terms for the transfer were being reviewed by the Council's legal representative and weekly project meetings were being led by Cornwall Council.

In terms of the Post Office the update report of the Finance Officer is attached as part of these Minutes as well as to consider the weathervane reinstatement which has been removed as it was considered unsafe in recent high winds.

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

RESOLVED that

- (i) the appointment of Hine Downing to assist the Council in reviewing the Library and One Stop Shop transfer documents be ratified.
- (ii) the Library and One Stop Shop transfer proceeds as reported with an initial secondment of staff.
- (iii) the development of the former Post Office be noted and works proceed as reported
- (iv) a risk assessment be undertaken for the fitting of the weathervane and if cost effective and safe to do so it be replaced on the former Post Office.

F4740 **INDEPENDENT (INTERNAL) AUDIT**

It was noted that the Independent Auditor was preparing his report.

F4741 **COUNCIL RISK ASSESSMENT**

The Finance Officer reported an Operational and Finance risk assessment that is attached as part of these minutes.

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

RESOLVED that the operational and finance risk assessment be approved and reported regularly to meetings of the Committee.

F4742 **ANNUAL RETURN AND EXTERNAL AUDIT**

The annual return and external audit procedures were duly noted.

F4743 **2015/16 YEAR END AND BUDGET MONITORING REPORT**

The work on year end and annual return to date and the budget monitoring report (attached as part of these minutes) was duly noted.

F4744 **SECTION 137 EXPENDITURE LIMIT 2016/17**

The expenditure limit of £7.42 for the purposes of section 137 (4) (a) of the Local Government Act, 1972 for the financial year 2016/17 was duly noted.

F4745 **GOVERNANCE AND ACCOUNTABILITY IN LOCAL COUNCILS IN ENGLAND AND WALES – A PRACTITIONERS GUIDE**

The availability of the new guide was duly noted and the Financial Regulations when redrafted reflect the guidance therein as appropriate.

F4746 **AUTO-ENROLEMENT PENSIONS**

It was duly noted that the Council must contact the Pensions Regulator and every employee earning over £10,000 per annum if over 21 years old and under 74 years old is automatically enrolled, which they can opt out if they wish.

F4747 **NATIONAL INSURANCE CHANGES**

It was duly noted that the Staffing Committee had considered the implications of the changes that were in budget.

F4748 **NATIONAL ASSOCIATION OF LOCAL COUNCILS – BUDGET RESPONSE**

The NALC response to the National Budget and its implications for Town and Parish Councils was duly noted.

F4749 **CCLA FUNDS**

The process and dividend yields for the Local Authority Property Fund and the effect of the changes in Stamp Duty Land Tax on the fund was duly noted.

F4750 **FREEDOM OF INFORMATION REQUESTS**

The Government decision not to charge upfront fees for freedom of information request was duly noted.

F4751 **RFA MOUNTS BAY**

The Town Mayor reported that the Town's affiliated vessel was returning to Falmouth in November 2016 following a long deployment and he would like the Council to mark that with an event.

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

RESOLVED unanimously that the Council funds and organises a parade and reception with a traditional Cornish welcome for the crew of RFA Mounts Bay when she returns to Falmouth in November 2016.

F4752 **PRINCE OF WALES PIER**

The Harbours Board New Operating Practices, Code of Conduct and new Pier Master appointment were duly noted.

F4753 **COPYRIGHT REQUIREMENTS**

The National Association of Local Councils guidance regarding the requirements of The Copyright, Design and Patents Act 1988 were duly noted.

F4754 **DONATIONS POLICY**

It was proposed by Councillor Ms Minson, seconded by Councillor Chappel and

RESOLVED that the Donations Policy attached as part of these minutes be adopted and operated by the Council.

Further it was proposed by Councillor Ms Atherton, seconded by Councillor Brock and

RESOLVED that hoteliers and guest house operators be requested to assist fund refurbishment of seafront seats and shelters and associated planting etc.

F4755 **GROUNDS MAINTENANCE WORKS – ADDITIONAL ITEM**

The Chair agreed to take as an urgent item the schedule of spring works by the Grounds and Facilities Manager for member's information and attached as part of these minutes. The report was duly noted.

F4756 **HIGHWAYS ROUNDABOUTS**

The Town Clerk updated in this matter.

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

RESOLVED that the Council reiterates its decision to take on the funding and planting of the highway roundabouts at Ponsharden (Leo's), Ponsharden (Vosper's), Hillhead, Killigrew and Union Corner (in due course), object to the removal of the £1000 advertising fee by Cornwall Council and to permit the Town Council to consider sub-sponsorship, or part thereof on the sites.

F4757 **DRACAENA FIELDS**

The Town Clerk reported that freehold transfer was advanced and employee transfer requirements had been met, the report was duly noted.

F4758 **EMERGENCY PLANS**

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

RESOLVED that one representative Councillor from each Ward act as the Emergency Plan Co-ordinator for their Ward and that they meet with the Emergency Planning Officer at Cornwall Council to consider progressing emergency plans for their Wards.

F4759 **CORNWALL COUNCIL – POP-UP SITES TENDER**

The pop-up concession allocated by Cornwall Council for the Divers Car Park was duly noted.

F4760 **SEAGULL PROOF SACKS**

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

RESOLVED that 11,000 sacks with rubber inserts be acquired at £22,500 to be distributed to Falmouth households subject to ensuring appropriate storage provision.

F4761 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the accounts and petty cash schedules for February and March 2016 (attached) be approved.

F4762 **NEIGHBOURHOOD PLAN AND ARTICLE 4 DIRECTION – ADDITIONAL ITEM**

The Chair presented a report regarding student numbers in Falmouth (attached) and on her meeting with the Environment Portfolio Holder at Cornwall Council, and would shortly meet with the Leader, regarding the need to expedite the introduction of the Article 4 Direction.

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

RESOLVED unanimously that the Town Mayor notes to the Leader of Cornwall Council requesting that the Article 4 Direction is expedited and that Councillor Ms Atherton attends the relevant Meetings of the Cabinet to present the community representations regarding the growth of student numbers and accommodation issues in Falmouth.

The Chair agreed to take this as an urgent item given a pending meeting at Cornwall Council.

F4763 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor S D Eva, seconded by Councillor Body and

RESOLVED that the press and public be excluded from the meeting for the following business as it involves the consideration of debt recovery and possible Court action.