

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 8th June 2015 at 7.00pm

Present: Councillors Ms C Atherton CC (Chair), I J Body, Mrs R D Brock, G G Chappel, O K Cramp, Mrs M Davies, G F Evans CC, 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)
Captain M Sansom and Prof. J Wolfram (Falmouth Harbour Commissioners)
Ms L Rivett-Old, Mrs M Bradley, D Heelis and Ms Walker (Grant Applicants)

F4574 CHAIR

Nominations were sought for the Committee Chair for the ensuing Municipal year. One nomination was received.

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

RESOLVED that Councillor Ms C Atherton be appointed to Chair the Committee for the ensuing Municipal year.

F4575 VICE-CHAIR

Nominations were sought for the Committee Vice-Chair for the ensuing Municipal year. One nomination was received.

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

RESOLVED that Councillor S Gray be appointed to Vice-Chair of the Committee for the ensuing Municipal year.

F4576 APOLOGIES

Apologies for absence were received and approved from Councillors S D Eva (holiday) and Mrs V E Eva (holiday).

F4576 INTERESTS

Councillor Mrs Davies declared a non-disclosable interest in the grant application made by Falmouth Stroke Club (part of minute F4579) as she was the President of the club, and left the meeting during the consideration of that item.

Councillor Jewell declared a disclosable interest in the grant application made by Carrick Riders (part of minute F4579) as he owned the land where the bike park was located, and he left the meeting during the consideration of that item.

Councillor Jewell also declared a non-disclosable interest in a property matter in Part II of the meeting (Minute F4603) as he had an interest in that site, and he left the meeting during the consideration of that item.

F4577 MINUTES

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

RESOLVED that the minutes of the meeting held on 20th April 2015 be confirmed as a correct record of the proceedings.

F4578 **FALMOUTH HARBOUR COMMISSIONERS**

Captain Sansom introduced Professor Wolfram to the Council, who was the newly appointed Harbour Commissioner, and gave a brief update of the work of the Commissioners.

F4579 **GRANT APPLICATIONS**

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

RESOLVED that pursuant to section 31 of the Local Government and Rating Act, 1997, Falmouth and Penryn Churches together be granted £1000 towards the operational costs of the 'Safe Space' initiative.

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

RESOLVED that pursuant to section 145 (1) (a) of the Local Government Act, 1972, The Flower Arrangers Committee at King Charles The Martyr Church be granted £500 towards flower arrangements and a flower festival.

A Motion by Councillor Mrs Minson and seconded by Councillor Jewell that a grant of £350 be made was lost.

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

RESOLVED that pursuant to Section 137 of the Local Government Act, 1972, the Falmouth Stroke Club be granted £800 toward operational costs of running meetings.

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

RESOLVED that pursuant to Section 19 of the Local Government (Miscellaneous Provisions) Act, 1976, Carrick Riders be granted £2000 towards community bike park enhancements and by virement from General Fund Reserve rather than the Community Grant Budget.

Councillors Cramp and Ross requested that their names be recorded as having voted against this decision. A Motion by Councillor Cramp and seconded by Councillor Ross that a grant of £500 be made was lost.

It was proposed by Councillor Mrs Chappel, seconded by Councillor Saunby and

RESOLVED that pursuant to Section 137 of the Local Government Act, 1972, Unpackage Me be granted £198.47 to produce a map of local businesses that provide plastic-packaging free products.

It was noted that the grant application by the BES Plant Disease Symposium Organising Committee had been withdrawn.

The Grant Schedule for 2015/16 was duly noted.

F4580 **COMMITTEE TERMS OF REFERENCE**

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

RESOLVED that the Council be recommended and approve the Committee Terms of Reference as attached.

F4581 **NEW COMMITTEE**

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

RESOLVED that pursuant to Minute C4535 (ii) a Sub-Committee of the Finance and General Purposes Committee be created and named the Grounds and Facilities Sub-Committee to consider all grounds, sites and property matters. The Sub-Committee Membership to be 6 Councillors and constituted by Councillors Ms Atherton, Mrs Brock, Evans, Jewell, Mrs Minson and Ross.

F4582 **FIELDS IN TRUST**

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

RESOLVED that the Council becomes a member of Fields in Trust (membership fee £50 pursuant to Section 111 of the Local Government Act 1972). Councillor Mrs Minson to become the Council point of contact with Fields in Trust.

F4583 **INTERNAL AUDIT 2014/15**

The Internal Auditor's Report was considered.

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

RESOLVED that the Internal Audit Report by Hudson Accounting Ltd be noted and that the Council responds as follows:

Control Objective A: Noted

Control Objective B:

1. The Council would undertake a review of Financial Regulations for adopting with changes to Standing Orders in 2015/16
2. A scheme of delegation in respect of the authorisation to incur expenditure would be done with 1. above.
3. A tendering procedures scheme will be devised and be applicable to officers, this will include circumstances and protocol if there needs to be a departure from the procedure.

Control Objective C:

1. Risk Management will become a standing item for meetings of the Finance Sub-Committee. NB it is already a standing item for the Officer Management Team Meetings.
2. Mitigating factors to be focussed upon when reviewing the risk policies.
3. Member internal audit activity to be reported to the Finance and General Purposes Committee.

Control Objective D:

1. This is the normal practice of the Council i.e. quarterly reporting. However Officer workloads in 2014/15 prevented that.

2. Three year forecasting will be considered as part of the Financial Regulations review.

Control Objective E: The control environment for events on the Moor will be reviewed by the Finance and General Purposes Committee.

Control Objective F: Members internal audit checking to review salary incremental increases in April each year.

Control Objective H: Noted

Control Objective I: Noted, Officer time pressures did not allow for this.

Control Objective J: Noted

Control Objective K: Difficulties with the Charity Commission prevented a timely meeting of the Trustees. This is now resolved and the trustees will meet at least annually.

F4584 **ANNUAL RETURN 2014/15: ANNUAL GOVERNANCE STATEMENT**

The Chair presented the Annual Return, supporting financial statements and the Annual Governance Statement.

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

RESOLVED that

(i)the Council's Accounting Statements for 2014/15 financial year be recommended to Council for approval.

(ii)the Annual Return for 2014/15 be recommended for approval and submission to the External Auditor; and

(iii)the Annual Governance statement for 2014/15 be recommended for approval and submission to the External Auditor.

F4585 **FALMOUTH LIBRARY**

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

RESOLVED that

(i)the submitted response to Cornwall Council's Library and One-Stop Shop Service Consultation be noted and endorsed;

(ii)the submitted Business Case for a locally managed Falmouth Library Service as part of the Town Council's Cultural Services offer be noted and endorsed.

F4586 **CEMETERY EXTENSION**

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

RESOLVED that the submission of a planning application renewal for the earmarked cemetery extension site at Budock be noted. Given the frustrations around land acquisition the Council should revisit its sequential test for other potential site options.

F4587 **GYLLINGVASE BEACH**

It was noted with pleasure that the site had been awarded Blue Flag and Seaside Award Status in 2015. A community submission supported by sponser Sharps Brewery.

F4588 **TRAFFIC REGULATION ORDER**

The Town Clerk reported Ward Member requests for traffic regulation works. These would now be collated and prioritised by the Electoral Division Members and action with the Highway Authority. The report was duly noted.

F4589 **GROUNDS MAINTENANCE SITES**

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

RESOLVED that the Council prepares a list of sites to take forward for discussion with Cornwall Council and as identified by Ward Members where the Town Council can provide enhanced grounds maintenance either by freehold assimilation or by agency agreement with Cornwall Council

F4590 **PUBLIC REALM CCTV**

Councillor Mrs Brock advised she would update the Committee in part II of its meeting as there was some confidential matters in regards to contracts and provision.

F4591 **PENWERRIS BY-ELECTION**

The statement of persons nominated for the election on 25th June 2015 was duly noted.

F4592 **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT**

The Town Clerk reported a visit by a representative of the Department who had renewed the new Government's commitment to decentralisation and devolution. Lobbying on behalf of the sector remained focussed around localised Council Tax Support Grant, Business Rate retention for local Councils, Business Rates relaxation on community buildings and Referendum principles.

The Council had also submitted an Our Place Bid regarding the development of local preventative Youth Service provision. The reports were duly noted.

F4593 **NEIGHBOURHOOD PLAN AND ARTICLE 4 DIRECTION**

The Chair provided an update report on the preliminary responses to the consultation. There was strong local support for a deep water dredge of the harbour, Article 4 Direction –houses in multiple occupation, protection and enhancement of green spaces and environment enhancements to streets and roads. The report was duly noted.

F4594 **NATIONAL ASSOCIATION OF LOCAL COUNCILS: SUPER COUNCILS NETWORK**

It was duly noted that the Council had been identified as part of the super Council Network of 21 councils nationally, created as a package of measures by NALC for it to better engage with and support the largest Councils in the sector.

F4595 **GOVERNMENT PIPELINE AND STORAGE SYSTEM (GPSS)**

It was duly noted that the Government had announced its intention to begin the sale process of GPSS and that this may affect some of the council's land.

F4596 **POLICE AND CRIME COMMISSIONER: POLICE ENQUIRY DESK**

The Town Mayor reported a request for a response to the closure of the Police Enquiry Desk in Falmouth. He invited Councillors to advise him if they wished to inform that response before the deadline.

F4597 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash schedules for April and May 2015 (attached) be approved.

F4598 **EXCLUSION OF THE PRESS AND PUBLIC**

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

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