

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 9th July 2012 in the Council Chamber, Municipal Buildings, Falmouth at 7:00pm.

Present: Councillors Dr D A Sterratt (Chairman), A K Ayres, Mrs A J Biggins, Mrs J A Booth, G W Chin-Quee (to point mentioned), O K Cramp, Mrs M Davies, G F Evans, A J Jewell, Ms D Merrett, D M O'Brien, Mrs M Ryan and D W Saunby

In Attendance: Mr A M Williams (Town Clerk)
Mrs R N Thomas (Finance Officer)
Ms N Kneebone (Manager, Fal River Visitor Information Centre)

Vol 11

F4149 **APOLOGIES**

Apologies for absence were received and approved from Councillors Body (family commitment), Choak (ill) and Mrs Hrydziuska (family commitment).

F4150 **INTERESTS**

Councillor Saunby declared an interest in Minute F4174 additional depth for burials at Falmouth Cemetery as the bereaved family making the request were related to him and left the meeting during its consideration.

Councillor Mrs Ryan declared an interest in Minute F4173 the Deputy Mayors Allowance and left the meeting during its consideration.

F4151 **MINUTES**

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

RESOLVED that the minutes of the meeting held on 28th May 2012 be confirmed as a correct record of the proceedings and signed by the Chairman subject to the inclusion of Councillor Jewell's apology for absence (as he was away) under Minute F4136.

F4152 **FALMOUTH VISITOR INFORMATION CENTRE**

Ms Kneebone reported upon the first twelve months of operation for the Centre, during which over 76,000 people had visited the Centre, over 3,000 telephone calls had been dealt with and over 3,500 emails. This included 128 accommodation bookings. The Centre was open seven days per week.

She apprised Councillors of the new membership scheme, improved media presence, the new Town Guide (over 40,000 copies) and better distribution processes (now reaching over 300 Centres in the UK). She was the custodian of the accommodation section of the Falmouth Portal website and the Centre now offered public internet access, more retail space, website management, box office for local venues and luggage storage.

There were good relationships with Community Partners and she thanked the Council for its support. She then responded to Councillors questions and then left the meeting.

F4153 **PUBLIC TOILETS : PENDENNIS POINT/CASTLE DIRVE, FALMOUTH**

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

RESOLVED that the Council does not look to provide temporary or permanent public conveniences in this location due to the cost, liability issues, risk of vandalism and detriment to the appearance of the site. The Council to continue to look at options for provision in the vicinity if appropriate.

F4154 **PUBLIC CONVENIENCES : FALMOUTH**

It was proposed by Councillor Mrs Ryan, seconded by Councillor Chin-Quee and

RESOLVED that the Council reaffirms to Cornwall Council its stance regarding Falmouth Public Conveniences namely:

- (i) Webber Street, the Council would not wish to see the facility closed, but given the proximity of others nearby (Prince of Wales Pier and Kimberley Park) and the Town Council's proposals for the Municipal Buildings (that could include future public convenience provision therein) then this would be the most acceptable.
- (ii) Prince of Wales Pier, Castle Beach, Swanpool Beach, Gyllyngvase Beach and Maenporth Beach facilities should be incorporated within existing lease arrangements for Cornwall Council facilities nearby.
- (iii) Grove Place facility should be incorporated into the Car Park as Cornwall Council enjoyed considerable income from that site.

F4155 **LATE PAYMENTS (BAD DEBTS) POLICY**

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

RESOLVED that the Council adopts the Late Payments (Bad Debts) Policy that is attached as part of these minutes.

F4156 **INTERNAL AUDIT REPORT 2012**

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

RESOLVED that the Internal Audit Report be accepted as reported and attached as part of these minutes and that the Council responds as follows :

- (i) In regard to risk management, the Council is undertaking this work and initially focussed upon outdoor play and events management, other detailed risk assessments will be rolled out during 2012/13 as priorities permit. The Council have also appointed a Health and Safety Councillor Champion to ensure overview and corporate input to the process;

- (ii) again further work to the Asset Register will be undertaken as priorities permit and will be reviewed as part of the insurance renewal assessment. In respect of land holdings the Council is currently rationalising title with the Land Registry
- (iii) the Fidelity Guarantee amount is noted and considered appropriate but remains subject to review
- (iv) Councillors have been reminded of the need to ensure compliance and the Council has changed its practices here to better facilitate that
- (v) the Council is pleased to note the comments here and that its systems are working well
- (vi) the Chair and Vice-Chair of the Committee will attend regularly with the Finance Officer to undertake periodic checking. This process had already commence and the Council would maintain a separate file for audit.
- (vii) the Council will add RFO signing to monthly bank reconciliation
- (viii) the Council can confirm that £75,514.71 of grants were receivable (some have been received since the production of the Audit Report)
- (ix) the £3,321.23 of Staffing Maternity Payment overpayment in 2011/12 had been collected.
- (x) the £6,712.20 of Staffing Maternity Payment overpayment in 2007/08 would be collected and the Council was in the process of evidencing this to HMRC
- (xi) the Council usually relies on the copies of the Petty Cash Schedules to be signed with the minutes of the Finance and General Purposes Committee, the Council will ensure that these signed copies are included in the accounting records as well.
- (xii) the Council has been unable to call quorate meetings of the trustees of the two funds/assets, it will endeavour to try to do this
- (xiii) fund balance levels were healthy and this is noted
- (xiv) the previous recommendation regarding systems notes and flowcharting had had some work undertaken but time constraints had prevented further work on this.

F4157 **ARTICLE 4 DIRECTION : HOUSES IN MULTIPLE OCCUPATION**

The Town Clerk reported an acknowledgement and holding response to the Council's correspondence to the Cabinet Member for Housing and Planning at Cornwall Council. A full debate ensued.

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

RESOLVED that the Council writes to the Leader of Cornwall Council expressing its frustration at the lack of action in processing the request.

F4158 **FENCING REPAIRS : THE BOWLY, TRELAWNEY ROAD, FALMOUTH**

The approval of quotations had been delegated to the Town Clerk in this matter. However the works required were more substantial and likely in excess of budget.

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

RESOLVED that

- (i) the fencing repair was recognised as being required for health and safety reasons and the budget be supplemented by virement of the Play Replacement budget and by General Fund Reserves. The Play Replacement budget be reinstated into the 2013/14 budget.
- (ii) the Town Clerk in consultation with the Chairman and Vice-Chairman be authorised to approve the works following further quotations and in cognizance with (i) above.

F4159 **SHED ROOF REPAIRS : KIMBERLEY PARK, FALMOUTH**

The asbestos removal works and previously delegated replacement works had been authorised and this was duly noted.

F4160 **PLAY PROVISION : KIMBERLEY PARK, FALMOUTH**

The Council had received assurances that the agreed works and funding arrangements for play provision in 2012 at the site would not be affected by Groundworks South West being placed in administration and wound up. The report was duly noted.

F4161 **PLAYGROUND POLICY**

The Council duly noted British Standard BS EN 1176-1 : 2008 that explicitly recognises the Council's stance that risky play is necessary part of play and that 'children need to cope with risk'.

F4162 **IDENTIFICATION BADGES**

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

RESOLVED that the Council provides authorisation badges and business cards for those Councillors that advised the Town Clerk they required them.

F4163 **COMMEMORATIVE PLANTING**

The Chairman recommended that the Council consider planting a rose bush for each child born in the Parish each year.

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

RESOLVED that the Council supports the principle of the proposal subject to cost and identification of land availability, an initial flower bed in Kimberley Park be progressed as a trial.

F4164 **COMMUNITY INTEREST COMPANY PROPOSAL : PRINCE OF WALES PIER**

It was noted that a full report on this matter would be made by Cornwall Council to the next meeting of the Council.

F4165 **FALMOUTH SHOPPERS SHUTTLE BUS**

The Town Clerk reported that changes to concessionary fare payments and to contract meant that Cornwall Council were reviewing funding arrangements for the service.

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

RESOLVED that the Council recognises this as an important community service and that its contribution remains the same. The service should not be reduced however if Cornwall Council increased the fares to maintain the current level of service this would be acceptable.

Councillor Chin-Quee now left the meeting.

F4166 **SAFE SPACE INITIATIVE**

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

RESOLVED that the Council supports the initiative as a Community Partner and that a formal grant funding request would be considered.

F4167 **MUNICIPAL BUILDINGS : FIRE RISK ASSESSMENT**

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

RESOLVED that Cornwall Council be requested to expeditiously respond to the Council's request for Fire Risk Assessment and procedures.

F4168 **REFUSE COLLECTION/FLY-TIPPING, FALMOUTH**

The report of Councillor Merrett, the Council's Environmental Champion regarding refuse, bulky item refuse and fly-tipping and the actions taken be noted.

F4169 **STREET WEED SPRAYING**

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

RESOLVED that

- (i) the second scheduled spray for 2012 be brought forward as directed by the Town Manager and dependant on climate conditions
- (ii) the third spray be implemented later in the year if necessary and funded from General Fund Reserves
- (iii) the Committee review the Service Level Agreement for 2013/14.

F4170 **CODE OF CONDUCT**

The new Code and the necessity to complete Registration Pro Forma by 26th July 2012 was duly noted.

F4171 **FOOTPATH AT EAST RISE/SWANVALE**

Councillor O'Brien reported that cutting back works at the path had been undertaken and the Council were awaiting an estimated cost for additional street lighting.

F4172 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash Schedules (attached) for May 2012 be approved.

F4173 **DEPUTY MAYOR DISCRETIONARY PAYMENTS : URGENT ITEM**

The Chairman agreed that this item be considered as an urgent item to enable the Deputy Mayor to make such payments and as the Committee would not meet during the summer recess.

The Town Clerk reported that the Council should instigate a similar arrangement for the Deputy Mayor to make discretionary payments to that utilised by the Town Mayor.

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

RESOLVED that all discretionary payments made by the Deputy Mayor to charities or other such organisations or persons, be made from the Council's annual grant budget under Section 137 of the Local Governance Act, 1972, up to the annual limit of £250 without the need for consideration by the Council.

F4174 **FALMOUTH CEMETERY : ADDITIONAL DEPTH GRAVES : URGENT ITEM**

The Chairman agreed that this item be considered as an urgent item to enable a burial to proceed if the Council decided to amend its policy.

The Town Clerk reported a request to dig an additional depth grave to facilitate three burials eventually in one plot. He reminded the Council that its policy was to allow double depth burial only and additional depth would have cost and operational implications.

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

RESOLVED that the Council amends its policy to permit additional depth grave spaces to accommodate three burials on request and subject to health and safety measures being acceptable and confirmed by the Council's contractors and additional fees being met by the Funeral Director.

Councillors considered the policy change was required on compassionate grounds and to better maximise land usage. Councillor Mrs Biggins requested that her name be recorded as having abstained from voting on the above resolution.

There being no further business to transact the Chairman declared the meeting closed at 8.55pm.

Signed.....

Dated.....