

FALMOUTH TOWN COUNCIL

Minutes of a Meeting of the Council held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 16th June 2014 at 7.00pm

Present: Councillors I J Body (Chairman), Ms C Atherton CC, Mrs R D Brock, GG Chappel, G W Chin-Quee BEM, O K Cramp, Mrs M Davies, S D Eva (to point mentioned), Mrs V E Eva (to point mentioned), 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)
R J Gates (Town Manager)
Inspector S Lenney (Devon and Cornwall Police)
M James (Falmouth and Penryn Community Network Manager, Cornwall Council)
Reverend M Messly (Mayor's Chaplain)

C4387 APOLOGIES

An apology was received and approved from Councillor Evans (family illness).

C4388 INTERESTS

None received.

C4389 MINUTES

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

RESOLVED that the minutes of the Council Meeting held on the 28th April 2014 be confirmed as a correct record of the meeting and signed by the Chairman subject to the removal of councillor Chappel from the list of those present.

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

RESOLVED that the minutes of the Annual Meeting of the Council held on 12th May 2014 be confirmed as a correct record of the meeting and signed by the Chairman.

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

RESOLVED that the minutes of the Special Meeting of the Council held on 29th May 2014 be confirmed as a correct record of the meeting and signed by the Chairman.

C4390 TOWN MAYOR'S REPORT

The Town Mayor updated the Council upon his civic activity and attendances and advised of some Committee Meeting date changes.

C4391 PUBLIC QUESTIONS

None received.

C4392 COMMUNITY POLICE REPORT

Inspector Lenney reported that the Falmouth Police Sector continued to be the top performing sector in Cornwall. He provided assurances that Neighbourhood Policing would not be lost and that a new working style of policing would be introduced alongside force wide shift changes.

The Consultation regarding the Inquiry Desk at Falmouth was ongoing but was unlikely to be retained in its current form due to cutbacks. He was considering innovative ways to maintain that service. He responded to questions and stated he was confident that Falmouth would continue to be adequately policed. The Report was duly noted and Inspector Lenney left the Meeting.

C4393 **COMMUNITY NETWORK**

The Community Network Manager reported upon the February and May 2014 Meetings of the Network Panel and expanded upon the development of the Article 4 Direction and Neighbourhood Plan. The report was duly noted.

C4394 **CORNWALL COUNCILLOR REPORTS**

Arwenack

No report.

Boslowick

Councillor Jewell report on his work to try to adopt lane ways to ensure an adequate level of maintenance could be provided by the Highway Authority. He was also attempting to direct resources to overgrown verges and roundabouts that were causing highway visibility problems.

Penwerris

No report.

Smithick

Councillor Atherton reported that skip provision for student house clearances at the end of term had not been possible, however additional cleansing provision had been made. It was regrettable that the University may now be unable to fund.

Further cuts at Cornwall Council to a total of £196 million raised concerns for the viability of services especially social care provisions.

She also updated on Article 4 and Neighbourhood Plan process and circulated a briefing document to the Council.

Trescobeas

Councillor Saunby reported on proposed substantial road enhancements at Union Corner and a Community litter pick undertaken by the staff at Falmouth McDonalds Restaurant.

C4395 **COMMITTEE REPORTS**

The Finance and General Purposes Committee Report dated 9th June 2014 was presented by Councillor Ms Atherton, Chair of the Committee.

Further she reported upon the Internal (Independent) Auditor's Report which was considered by the Council and the Annual Return 2013/2014 and the Annual Governance Statement 2013/14 which was recommended for approval and submission to External Audit (Resolved items below).

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

RESOLVED that the report of the Committee dated
9th June 2014 be approved.

The Planning Committee report dated 28th April 2014 was presented by Councillor Chappel, Chairman of the Committee.

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

RESOLVED that the report of the Committee dated 28th April 2014 be approved.

The Planning Committee report dated 19th May 2014 was presented by Councillor Chappel, Chairman of the Committee.

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

RESOLVED that the report of the Committee dated 19th May 2014 be approved.

The Planning Committee report dated 9th June 2014 was presented by Councillor Chappel, Chairman of the Committee.

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

RESOLVED that the report of the Committee dated 9th June 2014 be approved.

The Licensing Sub-Committee report dated 19th May 2014 was presented by Councillor Mrs Brock, Chairman of the Sub-Committee.

It was proposed by Councillor Mrs Brock, seconded by Councillor Gray and

RESOLVED that the report of the Licensing Sub-Committee dated 19th May 2014 be approved.

The Licensing Sub-Committee report dated 9th June 2014 was presented by Councillor Mrs Brock, Chairman of the Sub-Committee.

It was proposed by Councillor Mrs Brock, seconded by Councillor Gray and

RESOLVED that the report of the Licensing Sub-Committee dated 9th June 2014 be approved.

C4396 **INTERNAL AUDIT REPORT**

The Chairman of the Finance and General Purposes Committee reported upon the Internal (Independent) Auditors Report (attached).

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

RESOLVED that the Internal (Independent) Auditors Report be noted and that the Council responds as follows:

Control Objective A: Noted.

Control Objective B: 1. The Council have already agreed Standing Orders and Financial Regulations for 2014/15 pre report. This will now be done annually. The Council has instructed the Town Clerk to update Financial Regulations for adoption incorporating the new model regulations during 2014/15.

2. Noted regarding erroneous attachment.

Control Objective C: 1. Management and review of risk will now be undertaken by the Finance Sub-Committee.

2. The Council will review risk management policies annually.
3. Risk Register update to be undertaken during 2014/15 as resources permit.
4. The Council has agreed to adopt the General Power of Competence.
5. A programme of monthly Member internal audit checks has been agreed (this will be similar to the recommended Helston Town Council scheme).
6. Procedure Manual work remains ongoing but is difficult to resource with current officer time priorities.

Control Objective D: Risk based assessment of General Fund Reserves and Earmarked Reserves to be undertaken as part of 2015/16 budget setting process.

Control Objective E: Noted.

Control Objective F: Noted.

Control Objective G: 1. Hours wrongly reported in Staffing Committee minutes and remedied.

2. It is the normal practice for Staffing Committee to receive establishment update in November each year as part of budget setting process and make recommendations to the Finance and General Purposes Committee and Council

Control Objective H: Noted.

Control Objective I: Bank Reconciliations to be reported to, and approved by Councillors.

Control Objective J: Noted.

Control Objective K: 1. The Council has been unable to comply with this external audit recommendation as the Charity Commission does not recognise the current Clerk as the point of contact for the trustees. This is being remedied and the intention is for Trustees to meet and comply with the Charity Commission reporting regime. It should be noted that this has not been done in previous years as it had not been identified as a requirement of the previous external auditor.

C4397 ANNUAL RETURN 2013/14 AND ANNUAL GOVERNANCE STATEMENT 2013/14

The Chairman of the Finance and General Purposes Committee reported upon the Annual Return 2013/14 and supporting financial statements and the Annual Governance Statement 2013/14(attached).

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

RESOLVED that
(i) the Council's Accounting Statements for 2013/14 financial year be approved as recommended by the Finance and General Purposes Committee; and
(ii) the Annual Return 2013/14 be approved and submitted to the Council's External Auditor
(iii) the Annual Governance Statement 2013/14 be approved and submitted as part of the Annual Return

C4398 **GREAT WAR COMMEMORATION COMMITTEE**

The Committee Chairman presented the Committee Reports and provided updates regarding display cabinets, poster printing and exhibit lighting, all of which were unbudgeted.

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

RESOLVED that the reports of the Committee dated 1st May, 13th May and 3rd June 2014 be approved.

The Town Mayor advised that he would discuss the loan of the display cabinets with the National Maritime Museum Cornwall to see if they could reduce the costs. Further some Councillors advised that they would assist the event with Community Grant contributions if required.

Councillors S D Eva and Mrs V E Eva now left the meeting.

C4399 **TOWN MANAGEMENT REPORT**

The Town Manager presented the Town Management Report that was duly noted and forms part of these minutes.

C4400 **TOWN CLERK'S REPORT**

The Town Clerk presented his report that was duly noted and forms part of these minutes.

C4401 **EXCLUSION OF THE PRESS AND PUBLIC**

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

RESOLVED that the press and public be excluded from the remaining item of business as it involved the consideration of confidential information in respect of property and contractual matters.

