

## **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 3<sup>rd</sup> June 2019 at 7.00pm.

Present: Councillors R J O'Shea (Chairman), L D Coley, S D Eva, A J Jewell CC, P A Minson, A Parker, D W Saunby CC and J M Spargo

In Attendance: A M Williams (Town Clerk)  
R N Thomas (Finance Officer)

### F6252 **CHAIRMAN**

Nominations for Chairman were sought. One valid nomination was received.

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

RESOLVED that Councillor Robert J O'Shea be appointed Chairman of the Committee for the ensuing Municipal year.

### F6253 **VICE-CHAIRMAN**

Nominations for Vice-Chairman were sought. No valid nominations were received.

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

RESOLVED that consideration of the appointment of a Vice-Chairman be adjourned to the next meeting of the Committee.

### F6254 **APOLOGIES**

Apologies for absence were received and approved from Councillors Bonney (family illness), Chappel (hospital appointment), Evans (family commitment), Gillett (family commitment), Robinson (family commitment) and Ross (family illness).

### F6255 **INTERESTS**

None received.

### F6256 **MINUTES**

It was proposed by Councillor Coley, seconded by Councillor Parker and

RESOLVED that the Part I minutes of the meeting held on 15<sup>th</sup> April 2019 be confirmed as a correct record of the proceedings and signed by the Chair.

### F6257 **GRANT APPLICATIONS**

It was proposed by Councillor Minson, seconded by Councillor Eva and

RESOLVED that pursuant to Section 133 of the Local Government Act 1972, Carnon Carers be added as an Annual Grant Award recipient for £200 per annum towards the costs of social activities for carers.

The grant schedule for 2019/20 was duly noted and the Committee considered grant processing and awarding generally. The Committee wished to focus on community grants and separate event grants from those awards.

It was proposed by Councillor Eva, seconded by Councillor Minson and

RESOLVED that

- (i) the Council reviews its process for grant awards when setting its budget for 2020/21
- (ii) the Council makes no further community events grants in the 2019/20 budget.

F6258 **RISK ASSESSMENT**

The Ellis Whittams Annual Inspection Report and actions was duly noted as was the Staff Health and Safety Group actions.

F6259 **INTERNAL CONTROL AND AUDIT**

It was proposed by Councillor O'Shea, seconded by Councillor Minson and

RESOLVED that

- (i) the Annual Internal Audit Report 2018/19 be noted and that the Council would prepare and operate an Investment Strategy Compliant with current guidance and would continue to increase general reserve levels, it would be cognisant of the need to review planned expenditure from earmarked reserves to allow for a more sustainable 'free reserve' to be established
- (ii) a system of Councillor spot checking of internal controls be introduced
- (iii) a greater variety of Councillors who attend for payment/cheque signatures be enabled.

F6260 **ACCOUNTS AND ANNUAL RETURN 2018/19**

The Finance Officer reported the Council's Annual Governance and Accountability return for 2018/19.

It was proposed by Councillor O'Shea, seconded by Councillor Coley and

RESOLVED that the Annual Governance Statements for 2018/19 be recommended to the Council as affirmative and submitted as part of the Annual Return to the Council's External Auditor, Messrs PFK Littlejohn. It was noted that the Risk Assessments had been considered by the Council in April 2019 .

It was proposed by Councillor O'Shea, seconded by Councillor Coley and

RESOLVED that the Accounting Statements for 2018/19 be recommended by the Council for approval and submitted as part of the Annual Return to the Council's External Auditor, Messrs PFK Littlejohn.

F6261 **ENVIRONMENTAL EDUCATION AND ENFORCEMENT OFFICER**

The positive report regarding domestic refuse incidents was duly noted.

F6262 **SUSTAINABLE COMMUNITIES ACT – BUSINESS RATES RELIEF – PUBLIC TOILETS**

The expected Ministerial response by 3<sup>rd</sup> July 2019 to the Council's request was duly noted.

F6263 **THE LOCAL AUTHORITIES PROPERTY FUND**

The CCLA Fund Profile at 31<sup>st</sup> March 2019 and the Fund Fact Sheet was duly noted.

F6264 **TAXI (CARRICK AND RESTORMEL ZONES) AND PRIVATE HIRE FORUM**

The minutes of the forum meeting held on 25<sup>th</sup> April 2019 and the additional report by Councillor Eva were duly noted.

F6265 **PUBLIC SPACE PROTECTION ORDERS : RENEWAL OF EXISTING DOGS ON BEACHES RESTRICTIONS 2020**

The Council duly noted the consultation proposals by Cornwall Council and would respond fully in due course.

F6266 **TRANCHE 4 ASSET DEVOLUTION**

It was proposed by Councillor Eva, seconded by Councillor Minson and

RESOLVED that

- (i) the updated Business Plan be endorsed and submitted to Cornwall Council
- (ii) Swanvale Field be added to the list of devolved Sites.

F6267 **COMMUNITY GOVERNANCE REVIEW**

It was duly noted that the Council were consulting with Budock Parish Council and Penryn Town Council before submitting its review application to Cornwall Council.

F6268 **ACCOUNTS AND PETTY CASH**

It was proposed by Councillor Eva, seconded by Councillor Coley and

RESOLVED that the Accounts and Petty Cash Schedules for April 2019 (attached) be approved.

F6269 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor O'Shea, seconded by Councillor Spargo and

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

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**PART II**

**3<sup>RD</sup> JUNE 2019**

F6270 **MINUTES**

It was proposed by Councillor O'Shea, seconded by Councillor Saunby and

RESOLVED that the Part II minutes of the meeting held on 15<sup>th</sup> April 2019 be confirmed as a correct record of the proceedings and signed by the Chairman.

F6271 **TOWN CLERK'S REPORT**

**(1) SKATEPARK**

It was proposed by Councillor O'Shea, seconded by Councillor Minson and

RESOLVED that the Council endorses the Evaluation Panel appointment of Maverick Industries Ltd for the Skatepark construction.

**(2) CCTV**

The additional camera costing and grant application process as well as the 2019 first Quarter Management Report was duly noted.

**(3) JEWISH AND CONGREGATIONALIST CEMETERIES, PONSHARDEN**

The Scheduled Monument Consent application by Sainsbury's to resite the fence was duly noted.

**(4) OLD POST OFFICE DEVELOPMENT**

It was duly noted that the Registration Service had taken up occupation on 10<sup>th</sup> May 2019.

**(5) LEGAL SERVICES**

It was proposed by Councillor O'Shea, seconded by Councillor Minson and

RESOLVED that the Council continues to retain Hine Downing Solicitors to deal with legal and property matters on its behalf.

**(6) GYLLYNVASE TENNIS COURTS – EXTRA ITEM**

Cornwall Council had requested the Council's views on allowing its tenant to temporarily site a building at the tennis courts in Queen Mary Road.

It was proposed by Councillor O'Shea, seconded by Councillor Minson and

RESOLVED that the Council objects to the proposal as the building detracted from the appearance of the site and area, further the Council were concerned the hire fees for the public were excessive and Hotel and Club members were unfairly preferred for hire. The operation required more equitable and changed operating arrangements to maintain public use.

The Chairman agreed to take this as an urgent item to allow a timely response to Cornwall Council.

F6271 **COUNCILLORS COMMUNITY CHEST FUND – EXTRA ITEM**

The Chairman stated that he felt Community Chest funds should be utilised in the accounting year and not left unused by Councillors and then ‘rolled up’ into several years allocation.

It was proposed by Councillor O’Shea, seconded by Councillor Eva and

RESOLVED that at the end of the 2019/20 financial year then Community Chest allocations be reset and from that point only two years unspent allocation be allowed to be accrued by Councillors.

The Chairman took this as an urgent item to ensure Councillors could plan their 2019/20 and unspent Community Chest funding.

F6272 **WEBSITE – EXTRA ITEM**

The Chairman stated that the website improvement was pressing and the Council should allocate a budget to undertake those works, to ensure compliance with the transparency code and allow greater accessibility and e-commerce connectivity.

The Council would review this matter further.

The Chairman took this as an urgent item to expedite website improvements.

There being no further business to transact the Chair declared the meeting closed at 9.05pm.

Signed: ..... Date: .....