

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION
NEW BUDGETS – LOCAL DEVOLUTION FUNDING

Recommendation: -

That Council approve the creation of budgets as follows:

Local Devolution Fund Project – increase both 390/2 by £19,772 & 3145 by £19,772

Grants – CCTV 140/1 increase by £4,943

Background

The Town Council have been advised of funding which has been made available to support a number of environmental enhancement projects in the parish. In its meeting of the 13th August 2018, members of the Finance and General Purposes Committee resolved to recommend to Council to establish the following budgets to enable the funding to be received and subsequently spent:

Local Devolution Fund Project – increase both 390/2 by £19,772 & 3145 by £19,772

Grants – CCTV 140/1 increase by £4,943

Paula Smith

Support Services Manager/RFO

TOWN COUNCIL – 3 SEPTEMBER 2018

REPORT FOR DECISION

DEVOLUTION SURVEY / INSPECTION BUDGET LINE

Recommendation

- 1) That Penzance Town Council approves the creation of budget line 1270 "Devolution Surveys and Inspections"
- 2) That Penzance Town Council approves a virement of £5,000 from the earmarked devolution reserve to budget line 1270

Background

At the Devolution Working Group meeting on 16 August 2018, a requirement was identified for independent specialist assessments and surveys to be carried out on areas which have been identified for phase 2 of Penzance Town Councils devolution programme with Cornwall Council.

An example of this type of survey is an independent safety inspection on the condition of play parks and play equipment.

The need for these assessments to be independent is to ensure that Penzance Town Council can enter into devolution negotiations with confidence that the information they have been supplied with, regarding potential areas for capital investment / improvement is accurate.

Ben Brosgall
Leisure and Amenities Manager.

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION

IT EQUIPMENT REPLACEMENT - VIREMENT OF FUNDS

Recommendation: -

That the Town Council approves that the expenditure of £920 be met by a virement of funds from the contingency budget line (3997) to the IT Equipment purchase budget (3005/8).

Background

The Finance and General Purposes Committee, at its meeting of 13th August 2018, considered the current portable IT needs of Councillors and staff. It was resolved to purchase 3 Apple iPads and pencils for staff to promote more efficient work processes. In order to be able to meet the cost of this equipment, it is necessary to increase the budget and it was resolved to recommend to Council the virement of £920 from the contingency budget (3997) to the IT Equipment purchase budget (3005/8).

Paula Smith

Support Services Manager/RFO

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION

PENLEE HOUSE COMMITTEE – VIREMENT TO CLEANING BUDGET

Recommendation: -

That the Town Council approve the virement of funds set out below.

Background

Following a recent price review of the cleaning contract at Penlee House, the Penlee House Committee recommended the continuation of service of the existing contractor, leaving a budget shortfall of £1,025 for the period ended 31.3.19.

The Finance & General Purposes Committee, at its meeting of 18 June 2018, agreed to recommend to Full Council to fund the additional costs of cleaning by a virement from the Exhibition Council Run Fund (increase budget line 2100/4 by £1,025 reduce budget line 2995/3 by £1,025).

Paula Smith

Support Services Manager/RFO

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION

PENLEE HOUSE RECRUITMENT BUDGET

Recommendation: -

That the Town Council approves a virement of £1,624.55 from Penlee House Salaries (2000) to Recruitment (2015).

Background

Penlee House Committee currently has a budget for recruitment (2015) of £250. In order to cover the cost of the recruitment campaign for the Museum Director post and ensure a sufficient balance remains to cover the cost of recruiting a Retail Manager, an increase in budget of £1,624.55 is necessary. A breakdown of the total costs is outlined below:

Museum Director:	<u>Advertising:</u>	
	The Cornishman	£250.00
	The Guardian	£750.00
	Public Sector Today	£300.00
	Lunch for interviewers	£18.25
	Travel/accommodation	<u>£ 306.30</u>
		<u>£1,624.55</u>
Retail Manager:	The Cornishman advertising	<u>£ 250.00</u>
Total:		<u>£1,874.55</u>

It is recommended that these costs be met from the savings in salary costs due to the current vacancy of the Museum Director (2000).

TOWN COUNCIL – 3 SEPTEMBER 2018

REPORT FOR DECISION
AUTHORISED SIGNATORIES FOR THE MAKING OF PAYMENTS

Recommendation

That the Town Council appoints six members with the authority to approve and sign cheque and electronic bank payments. This should include the Town Mayor, the Chairman of the Finance/General Purposes Committee and 4 other Town Councillors who are able to attend the Council offices during business hours.

Background

To ensure compliance with the Town Council's Financial Regulations and Statement of Internal Control, payments to suppliers of goods and services must be authorised by two Town Councillors who have been confirmed as approved signatories. To ensure availability of at least two signatories at any time during business hours (Monday to Friday, 9am to 5pm), it is recommended that six authorised signatories are appointed by Council, to include the Town Mayor and Chair of Finance Committee.

The current approved signatories with bank authorisation in place, are Councillors Cliffe, How, Lambourn, Young and Pengelly.

Paula Smith
Support Services Manager/RFO

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION

ARMISTICE DAY 2018 / CENTENARY OF END OF WWI

Recommendation

| That the Town Council approves:

An increase to the Official Functions budget (3060) of £2,500 (to be funded from General Fund Reserve) to meet the cost of the extra activities being organised to commemorate the centenary of the end of World War 1 on 11 November 2018.

Background

Members will be aware that 2018 marks the centenary of the end of WWI. The 100th anniversary of the start of WWI was marked on 4 August 2014 with a special service in the Memorial Garden, Penlee Park, the re-dedication of the renovated Memorial Chapel and presentation to the town of the revised and updated Book of Remembrance (courtesy of Major Bob Harrison, ret'd.).

Bob Harrison has now written a 'biographical' Book of Remembrance containing details of the lives of those who fell (e.g. parents, siblings, where they lived, where they died) and he has presented this to the Town Council to make available to the people of the parish. A printed version will be available to view in Penlee House and an electronic version will be uploaded onto the Town Council's website.

This year national events are being organised to mark the event (the Town Council has already signed up to the lighting of a 'beacon of light') and Penzance will be taking part to recognise and commemorate the sacrifice of all those people of the parish who lost their lives during the conflict (380).

As well as the annual Remembrance Sunday Service held by the War Memorial at Battery Rocks, a commemorative event will be held in the evening in the vicinity of the War Memorial / Jubilee Pool / St Anthony Gardens.

Plans for this event are still being drawn up and reviewed by the WWI Centenary Working Group and it has been estimated that this could cost up to £2,500. Examples of potential costs are:

Item 12(l)

- Hire of Minibus to transport older veterans from St John's Hall to the War Memorial for the morning service
- Purchase of a brazier for the 'Beacon of Light'
- Possible lighting up of a building with poppy display
- Hire of a bagpipe player
- Re-planting of the flower bed at the entrance to the town (along the A30 near Sainsbury's)
- Extra marshals for the road closure required at the evening event

Teresa Fogarty
Senior Administration Officer

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR DECISION

DATA RETENTION & DISPOSAL POLICY

Recommendation

That the Town Council approves and adopts the Data Retention and Disposal Policy.

Background

The General Data Protection Regulations have highlighted the need for a 'Data Retention and Disposal Policy' to formalise the manner in which the Council deals with all the data received and generated in the course of conducting the Council's business.

Attached to this report is a draft policy for members to review. This policy will be subject to ongoing review and amendment in order to ensure that the Council remains compliant with the requirements of GDPR at all times.

Teresa Fogarty
Senior Administration Officer