

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
held in St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 18 June
2018 at 7.00pm

PRESENT

Councillors D J Axford
 N C Broadhurst
 R B Cliffe
 S M Cordel
 N A Davis
 J H Dixon
 T L Halliday
 J S Lambourn
 R A Mann
 N G Pengelly (left at 7.10pm)

Also present: Paula Smith (Support Services Manager/RFO), Hester Hunt (Town Clerk)

1. APPOINTMENT OF CHAIR / VICE-CHAIR OF COMMITTEE

(a) Appointment of Committee Chair

Nominations for the position of Committee Chair were requested and Councillor Pengelly nominated Councillor Cordel. This was seconded by Councillor Broadhurst and, there being no other nominations, it was unanimously

RESOLVED – to appoint Councillor Cordel as the Chair of the Committee for the municipal year 2018/19.

(b) Appointment of Committee Vice-Chair

Nominations for the position of Committee Vice-Chair were requested and Councillor Cordel nominated Councillor Broadhurst. This was seconded by Councillor Halliday and, there being no other nominations, it was

RESOLVED – to appoint Councillor Broadhurst as the Vice-Chair of the Committee for the municipal year 2018/19. 1 abstention.

[Councillor Pengelly left the meeting – 7.10pm]

2. APOLOGIES FOR ABSENCE

Councillor B Jackson

Absent without apologies: Councillors N C Roach, N N Waller

3. TO RECEIVE DECLARATIONS OF INTEREST

None received.

4. PUBLIC PARTICIPATION

Liz Sullivan, Whole Again Communities, spoke in support of a grant application.

5. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted **Public Bodies [Admission to Meetings] Act 1960**.

In respect of Agenda item 12(a) Penlee House Committee – Cleaning Contract, it was unanimously

RESOLVED – to exclude the public and press from the meeting during discussion of this item.

(Proposed: Cllr Cliffe; seconded: Cllr Lambourn.)

6. MINUTES OF MEETINGS HELD ON 19 MARCH 2018

The Minutes having already been circulated, it was

RESOLVED – that the Chairman sign the Minutes as a true and correct record.

(Proposed: Cllr Dixon; seconded: Cllr Broadhurst.) 1 abstention.

7. THANK YOU LETTERS

Letters of thanks for the receipt of a grant had been received from:

- (a) Argyle Community Trust
- (b) Roaming CIC
- (c) Penzance Old Cornwall Society
- (d) Penzance Street Pastors

8. APPLICATIONS FOR GRANT

(a) Cornwall Air Ambulance Trust

It was unanimously

RESOLVED – to award a grant of £300 to support the Trust's appeal to raise £2.5 million towards the cost of a new helicopter.

(Proposed: Cllr Mann; seconded: Cllr Cliffe.)

(b) Duchy Opera Trust Limited

Members were asked to consider whether the application met the requirements of the Town Council's grant awarding policy and it was

RESOLVED – to approve the grant application being within the parameters of the grant awarding policy.

(Proposed: Cllr Cliffe; seconded: Cllr Davis.) 8 for; 1 against

It was further

RESOLVED – to award a grant of £150 as a donation to the production of 'The Merry Wives of Windsor' to be held in Penwith College.
(Proposed: Cllr Davis; seconded: Cllr Cliffe.)

(c) **Merlin MS Centre**

Councillor Davis proposed an amendment to the recommended grant of £150. However, there was no seconder for this proposal which duly fell.

It was then unanimously

RESOLVED – to award a grant of £150 towards the cost of community transport for people living in Penzance.
(Proposed: Cllr Cliffe; seconded: Cllr Dixon.)

(d) **Penzance Fire Station Sports & Social (PFSS&SC)**

It was unanimously

RESOLVED – to support PFSS&SC with the 'An Lowarth Tan' project and award a grant of £500 to support the purchase of gardening tools and the creation of a secure storage area.
(Proposed: Cllr Cliffe; seconded: Cllr Mann.)

(e) **Penzance Literary Festival**

It was unanimously

RESOLVED – to make a grant of £300 towards the cost of the projects run by Penzance Literary Festival.
(Proposed: Cllr Axford; seconded: Cllr Mann.)

(f) **Sailor's Children's Society**

It was unanimously

RESOLVED – to support the request for £240 to provide clothing grants to two children requiring support.
(Proposed: Cllr Dixon; seconded: Cllr Halliday.)

(g) **Whole Again Communities**

It was proposed by Cllr Davis and seconded by Cllr Lambourn that the awarding of a grant should be deferred until the issues concerning the governance of the organisation were clarified. This was put to the vote, the result of which was 3 for the motion, 6 against. The motion duly fell.

It was then unanimously

RESOLVED – to award a grant of £375 as a 50% contribution to the project outlined in the grant application, on condition that the group is directed to good sources of advice on the governance issues currently facing the organisation.
(Proposed: Cllr Dixon; seconded: Cllr Cliffe.)

9. REPORTS FOR DECISION

(a) **Review of Internal Audit Report and Response Record for the year ended 31 March 2018**

Members reviewed the independent Internal Audit Report and it was unanimously

RESOLVED – that the actions arising from the independent internal audit of the Council's accounts for the year ending 31 March 2018 be accepted and the Management Response and Timescale be pursued as detailed in Appendix 2 to the report.

(Proposed: Cllr Axford; seconded: Cllr Davis.)

(b) **Update on Financial Action Plan**

The Financial Action Plan, updated in March 2018, was reviewed and it was unanimously

RESOLVED – to note and approve the updated Financial Action Plan.

(Proposed: Cllr Davis; seconded Cllr Mann.)

(c) **Financial papers 1 February to 31 March 2018**

(i) **Paid expenditure transactions made from 1 February to 31 March 2018**

It was unanimously

RESOLVED – to receive and accept the paid expenditure transactions from 1 February to 31 March 2018.

(Proposed: Cllr Axford; seconded: Cllr Davis.)

(ii) **Bank reconciliations 1 February to 31 March 2018**

It was unanimously

RESOLVED – to receive and accept the bank reconciliations from 1 February to 31 March 2018..

(Proposed: Cllr Axford; seconded: Cllr Broadhurst.)

(iii) **Financial comparison for the year ending 31 March 2018**

It was unanimously

RESOLVED – to receive and accept the financial comparison for the year ending 31 March 2018.

(Proposed: Cllr Cliffe; seconded: Cllr Axford.)

(d) Financial Papers 1 April to 30 April 2018

(i) Paid expenditure transactions made from 1 April to 30 April 2018

It was unanimously

RESOLVED – to receive and accept the paid expenditure transactions from 1 to 30 April 2018.

(Proposed: Cllr Axford; seconded: Cllr Broadhurst.)

(ii) Bank reconciliations 1 April to 30 April 2018

It was unanimously

RESOLVED – to receive and accept the bank reconciliation from 1 to 30 April 2018.

(Proposed: Cllr Axford; seconded: Cllr Dixon.)

(iii) Financial comparison for the period ending 30 April 2018

It was unanimously

RESOLVED – to receive and accept the financial comparison for the period ending 30 April 2018.

(Proposed: Cllr Axford; seconded: Cllr Dixon.)

(e) Appointment of an additional representative to the Devolution Working Group

The Chair of the Committee would sit on the newly formed Devolution Working Group along with another representative from the Finance and General Purposes Committee. Nominations for this position were sought and it was unanimously

RESOLVED – that Councillor Halliday, with the Committee Chair, should represent the Finance and General Purposes Committee on the Devolution Working Group.

(Proposed: Cllr Dixon; seconded: Cllr Lambourn.)

10. REPORTS FOR DECISION FROM OTHER COMMITTEES

(a) Leisure & Amenities Committee – CCTV re-installation works

It was

RESOLVED – to approve the virement of £2,000 from the Skatepark Maintenance budget (1130/3) to the Surveillance & Security – Repairs budget (1180/4).

(Proposed: Cllr Cliffe; seconded: Cllr Lambourn.) 7 for; 2 against.

(b) Leisure & Amenities Committee – Gulval Allotment Site resurfacing works

It was unanimously

RESOLVED – to approve the re-distribution of allotment maintenance amounts as outlined in the report provided by the Leisure & Amenities Manager.
(Proposed: Cllr Axford; seconded: Cllr Mann.)

(c) Leisure & Amenities Committee – statutory certification review: electrical inspections

It was unanimously

RESOLVED – to approve the virement of £1,000 from the Penlee Lodge statutory checks and inspections budget (1211) to a new budget line – The Barbican Building (1215)..
(Proposed: Cllr Cliffe; seconded Cllr Broadhurst.)

(d) Leisure & Amenities Committee – Legionella testing

It was unanimously

RESOLVED – to approve the virement of £5,000 from the Public Toilet Refurbishment Reserve (1995/4) to Toilets – Legionella Testing Contract (1165/9).
(Proposed: Cllr Halliday; seconded Cllr Mann.)

11. REPORTS FOR INFORMATION

(a) Update on Coastal Communities Project

Councillor Cliffe provided an update on the project and members were informed that the submission of a full bid was expected by October 2018.

12. CONFIDENTIAL REPORT FOR DECISION FROM OTHER COMMITTEES

Any press and public present left the meeting.

(a) Penlee House Committee – Cleaning Contract

It was unanimously

RESOLVED – to:

- Approve the continuation of the services of the current cleaning contractor;
- Fund the additional costs of cleaning from the Exhibition Council Run Fund (budget line 2100/4 to be increased by £1,025 and budget line 2995/3 to be reduced by £1,025).

(Proposed: Cllr Mann; seconded: Cllr Davis.)

13. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 8.30pm

Chairman
13 August 2018