

## **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

held in St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday  
8 October 2018 at 7.00pm

### **PRESENT**

Councillors S M Cordel (Chair)  
N C Broadhurst (Vice-Chair)

Councillors D J Axford  
R B Cliffe  
N A Davis  
J H Dixon  
T L Halliday  
B Jackson  
J S Lambourn  
R A Mann  
N G Pengelly

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

### **26. APOLOGIES FOR ABSENCE**

Absent without apologies: Councillor N N Waller

### **27. TO RECEIVE DECLARATIONS OF INTEREST**

None received.

### **28. PUBLIC PARTICIPATION**

None present.

### **29. 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 items 10(a) Penlee Director: Acting –up allowance, it was unanimously

**RESOLVED** – to exclude the public and press from the meeting during discussion of these items.

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

### **30. MINUTES OF MEETING HELD ON 13 AUGUST 2018**

The Minutes having already been circulated, it was unanimously

**RESOLVED** – that the Chairman sign the Minutes as a true and correct record.  
(Proposed: Cllr Broadhurst; seconded: Cllr Cordel.)

**31. APPLICATIONS FOR GRANT**

(a) Rotary Club

The Rotary Club of Penzance had submitted a grant application to request a contribution of £300 towards the cost of the annual autumn firework display. It was unanimously

**RESOLVED** – to make a contribution of £300 towards the cost of running the annual firework display in Penzance.  
(Proposed: Cllr Dixon; seconded: Cllr Axford.)

(b) Liverty

Liverty had applied for a grant on behalf of Fountain Court Gardening Club to enable them to purchase gardening equipment and supplies to improve and maintain the communal gardens at a cost of £200. It was unanimously

**RESOLVED** – to approve a grant of £200 for the purchase of gardening equipment and supplies.  
(Proposed: Cllr Axford; seconded: Cllr Broadhurst.)

(c) Solomon Browne Memorial Hall (SBMH)

SBMH were seeking a £500 contribution towards the cost of extending the existing pre-school playgroup project to enable it to get up and running. It was unanimously

**RESOLVED** – to award £500 as a contribution towards the cost of increasing the capacity of the term-time playgroup.  
(Proposed: Cllr Cliffe; seconded: Cllr Dixon.)

**32. REPORTS FOR DECISION**

(a) Update on Financial Action Plan

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

**RESOLVED** – to accept the updated Financial Action Plan.  
(Proposed: Cllr Mann; seconded: Cllr Davis.)

(b) Financial papers 1 July to 31 August 2018

(i) Paid expenditure transactions made from 1 July to 31 August 2018

It was unanimously

**RESOLVED** – to receive and accept the paid expenditure transactions from 1 July to 31 August 2018.  
(Proposed: Cllr Axford; seconded: Cllr Dixon.)

(ii) **Bank reconciliations 1 July to 31 August 2018**

It was unanimously

**RESOLVED** – to receive and accept the bank reconciliations from 1 July to 31 August 2018.  
(Proposed: Cllr Axford; seconded: Cllr Lambourn.)

(iii) **Financial comparison for the period ending 31 August 2018**

It was unanimously

**RESOLVED** – to receive and accept the financial comparison for the period ending 31 August 2018.  
(Proposed: Cllr Davis; seconded: Cllr Cliffe.)

(c) **Neighbourhood Plan Underspend 2017/18**

At the end of the Financial Year 2017/18, the Neighbourhood Plan budget had an underspend against budget. The underspend included the sum of £2,280.14 which had been rolled forward from 2016/17 as resolved by Committee on 2 October 2017. It was unanimously

**RESOLVED** – to recommend to Full Council:

- that the underspend balance in the 2017/18 budget for Neighbourhood Plan of £2,280.14 be carried forward into 2018/19.
- to draw the sum of £2,280.14 from the General Fund Reserve to increase budget line 3115.

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

(d) **Increase in Training Budget**

The Town Council has been notified of a course in London “The Future for Local Authority Parking” which would be very beneficial to the Council to increase its understanding in this area. The cost of the course, travel and accommodation would be in the region of £500. It was unanimously resolved

**RESOLVED** – to:

- approve an increase in the Staff Training Budget of £500 (3015/1);
- recommend to Full Council the virement of £500 from the Devolution Reserve.

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

(e) **Creation of Ward Budgets**

Councillor Lambourn presented a report for Committee which proposed the creation of ward budgets for Councillors.

The report was discussed and proposed by Councillor Lambourn. There was no seconder and therefore the motion fell.

(f) **Social Action Fund – Proposed Strategy**

The Town Council has set-aside £25,000 to address Social Action issues in the parish. A draft strategy was presented to support funding decisions to be taken by Finance & General Purposes Committee.

An amendment to the policy was proposed to restrict the sum of individual grant awards to below £3000 by Committee, with sums of £3000 and over being recommended to Full Council for approval. It was unanimously

**RESOLVED** – to limit sums awarded to under £3000 with those over being recommended to Full Council for approval.

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

An additional amendment was proposed to recommend deferral of the recommendation to Town Council to adopt the strategy presented and that the Town Council adopt an amended strategy to be re-drafted by the Social Action Group. It was unanimously

**RESOLVED** – to recommend to Full Council the adoption of an amended version of the Social Action Fund strategy

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

(g) **Social Action Fund – Street Food Project**

The Street Food Project had been providing hot meals for those struggling with food poverty. Cornwall Council had supported the project by providing them with the use of the old probation offices located next to St John's Hall. The project had approached the Town Council to request grant funding to cover the costs of having commercial flooring laid throughout the ground floor of the building at a total cost of £2,918.40.

Councillors discussed the fact that the flooring had already been laid and agreed it would be preferable to fund some of the remaining costs of the move into the new premises. An amendment was proposed to award the grant to support the costs of moving into the new premises and it was unanimously

**RESOLVED** – to award the Street Food Project a grant of £2918.40 to assist in meeting the costs of moving into the new premises.

(Proposed: Cllr Halliday; seconded: Cllr Pengelly.)

(h) **Publication of Planning Notices**

Comments had been received by the Chair of the Planning Committee regarding the notification of planning applications in the Mousehole community.

The local planning authority is required by law to publicise all planning applications which include site notices and neighbour notifications. However, the agenda for Penzance Town Council meetings, including the Planning

Committee, were not placed on any noticeboard within this village or other areas within the parish apart from the main noticeboard opposite St John's Hall. It was unanimously

**RESOLVED** – to recommend to Full Council that the matter be deferred for consideration by the Communications Strategy Working Group.  
(Proposed: Cllr Pengelly; seconded: Cllr Jackson.)

(i) **Penzance Fire Station Sports & Social Club**

At its meeting on 18 June 2018, the Finance & General Purposes Committee resolved to award a grant of £500 to Penzance Fire Station Sports & Social Club to support the purchase of gardening tools and the creation of a secure storage area.

The Station Commander had since requested diverting the grant to ensure the sensory garden was finished, shed security arranged, tools purchased for veterans and enhanced facilities for public use. It was unanimously

**RESOLVED** – to approve the request to utilise the £500 awarded to the project in the manner outlined.  
(Proposed: Cllr Cliffe; seconded: Cllr Halliday.)

**33. REPORTS FOR DECISION FROM OTHER COMMITTEES**

(a) **Leisure & Amenities Committee – Wherrytown Public Toilet**

In line with the recommendation of the Leisure & Amenities Committee from its meeting of 24 September 2018, it was unanimously

**RESOLVED** – to recommend to Full Council a virement of £2,500.00 from the Public Toilet refurbishment reserve (1995/4), standing at £15,000.00, to budget line 1165/8/1 – Wherrytown Maintenance, in order to meet the cost of essential repairs.  
(Proposed: Cllr Pengelly; seconded: Cllr Axford.)

(b) **Leisure & Amenities Committee – Wherrytown Replacement Bins**

Further to the recommendation of the Leisure & Amenities Committee from its meeting of 24 September 2018, it was unanimously

**RESOLVED** – to recommend to Full Council that an income budget line (132) for £450 for Wherrytown skatepark be created, with an adjustment then made in expenditure budget line 1111/3 to reflect a payment from Kerbs to facilitate the funding of new rubbish bins.  
(Proposed: Cllr Cliffe; seconded: Cllr Mann.)

(c) **Leisure & Amenities Committee – Barbican Building**

Further to the recommendation of the Leisure & Amenities Committee at its meeting of 24 September 2018, it was

**RESOLVED** – to support the recommendation to continue with the current lease of the building and to carry out the necessary electrical and fire safety inspection and any remedial works required.

(Proposed: Cllr Pengelly; seconded: Cllr Cliffe.) 10 for ;1 against

(d) **Penlee House Committee – Chiller Unit Repairs**

Further to the recommendation of the Penlee House Committee at its meeting of 17 September 2018, It was unanimously

**RESOLVED** – to recommend to Full Council the transfer of £3,245.00 from the Penlee House Fab/Plant Fund Budget (2995/2) into the Museum Fittings – Maintenance Budget (2100/2) to cover the costs of maintenance repairs to the chiller unit supplying the environmental conditions to Penlee House’s galleries and storage areas. .

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

(e) **Penlee House Committee – Education Budget**

Further to the recommendation of the Penlee House Committee at its meeting of 17 September 2018, it was unanimously

**RESOLVED** – to recommend to Full Council:

- that the Educational Development Budget be increased by £1,800 (Budget Head 2040);
- and the virement of £700 from Council Run Exhibition Fund (Budget Head 2995/3) to cover some of the increased costs.

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

**34. REPORTS FOR INFORMATION**

(a) **Update on Strategic Planning**

The Chair provided a verbal update on the Strategic Planning workshops that had recently been held.

(b) **External Audit Report**

A copy of PKF Littlejohn’s Report and Certificate for the period ended 31 March 2018 was circulated.

(c) **Purchase of IT Equipment**

A report updating Councillors on the purchase of equipment was circulated.

(d) **Penlee House Income**

Penlee House Committee receive an update from the Director each meeting which includes a section on Income, comparing the current year to the previous year. An extract of the report which details the information presented to the meeting of the 17<sup>th</sup> September was circulated.

(e) Update on Penwith Community Development Trust

An update from PCDT was circulated.

(f) Update on Let's Paint Penzance project

An update from Pop up Penzance was circulated.

**35. CONFIDENTIAL REPORT FOR INFORMATION**

Any press and public present left the meeting.

(a) Penlee Director: Acting-up Allowance

A report updating Councillors on the temporary arrangements was circulated.

**36. MATTERS ARISING FOR REPORT ONLY**

None.

The meeting closed at 8.40pm

Chairman  
26 November 2018