

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

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

PRESENT

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

Councillors R B Cliffe
N A Davis
J H Dixon
T L Halliday
B Jackson
J S Lambourn
R A Mann
N G Pengelly (from 7.15pm)

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

14. APOLOGIES FOR ABSENCE

Councillor D J Axford

Absent without apologies: Councillor N N Waller

15. TO RECEIVE DECLARATIONS OF INTEREST

None received.

16. PUBLIC PARTICIPATION

None present.

17. 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 11(a) Secure Banking Service and 11(b) The Lodge – Rent on temporary accommodation, it was unanimously

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

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

18. MINUTES OF MEETING HELD ON 18 JUNE 2018

The Minutes having already been circulated, it was

RESOLVED – that the Chairman sign the Minutes as a true and correct record.
(Proposed: Cllr Mann; seconded: Cllr Halliday.) 1 abstention.

19. THANK YOU LETTERS

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

- (a) Cornwall Air Ambulance
- (b) Duchy Opera Trust Limited
- (c) Merlin MS Centre
- (d) Penzance Fire Station Sports & Social Club
- (e) Penzance Literary Festival
- (f) Sailors Childrens Society
- (g) Whole Again Communities

20. APPLICATIONS FOR GRANT

- (a) Penwith Community Development Trust

PCDT had approached the Town Council with a request to hold a number of family activity days throughout Penzance, some of which would be on property owned/managed by the Town Council. This request had been approved by the Leisure & Amenities Committee and the PCDT had requested a grant to support the cost of the activities. It was unanimously

RESOLVED –to support the request for a contribution towards the cost of food and inflatable play activities with a grant of £500.
(Proposed: Cllr Cliffe; seconded: Cllr Broadhurst.)

[Councillor Pengelly joined the meeting – 7.15pm]

21. REPORTS FOR DECISION

- (a) Update on Financial Action Plan

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

RESOLVED – to accept the updated Financial Action Plan.
(Proposed: Cllr Broadhurst; seconded: Cllr Dixon.) 1 abstention

- (b) Financial papers 1 May to 30 June 2018

- (i) Paid expenditure transactions made from 1 May to 30 June 2018

It was unanimously

RESOLVED – to receive and accept the paid expenditure transactions from 1 May to 30 June 2018.
(Proposed: Cllr Broadhurst; seconded: Cllr Dixon.)

(ii) Bank reconciliations 1 May to 30 June 2018

It was unanimously

RESOLVED – to receive and accept the bank reconciliations from 1 May to 30 June 2018.

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

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

It was unanimously

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

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

(c) Local Devolution Funding – Environmental Enhancement Projects

The Town Council had been notified by Cornwall Council that several local projects had been approved to receive environmental enhancement funding in 2018/19.

The total grant amount for these projects was £19,772, a sum of £4,943 for each of the following projects:

Foxes Lane & Mousehole Pool
Wherrytown Boating Lake and Play Area, Foster Bolitho
St Anthony's Gardens & Morrab Gardens
Heamoor & Penalverne

The Town Council had been asked to manage the money on behalf of Cornwall Council and to ensure it was spent as specifically agreed by the Community Link Officer, on the projects outlined above within the Town Council area.

In order to enable these projects to be supported, it was unanimously

RESOLVED – to accept the grant and agree to increase both the income (390/2) and the expenditure budgets (3145) by £19,772.

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

(d) Surfers Against Sewage – review of grant award

At a Town Council meeting on 26 March 2018, it had been resolved 'to make a grant of £500 to Surfers Against Sewage' (SAS) towards the cost of creating a 'sign' on the flowerbed at the entrance to Penzance using marine plastic.

The subsequent installation varied from the original project plan and SAS had enquired as to whether they should submit a revised application to the Town Council and it was unanimously

RESOLVED – to acknowledge the amendments to the project and confirm to SAS that no revised application was required.
(Proposed: Cllr Cliffe; seconded: Cllr Davis.)

(e) IT equipment replacement

In 2017 the Town Council resolved to purchase Councillor IT equipment in order to ensure all members had access to IT equipment and to help reduce the amount of paper being used by the Town Council office in the provision of Committee papers and a reduction in postage costs and time spent collating the physical documents.

The IT provision for Councillors and the office requirements had now been reviewed and members were asked to consider the proposals outlined in the report supplied.

Following discussion of the 3 proposals it was

RESOLVED –

- 1) To procure 2 Apple iPad 2018 models and 3 Apple Pencils for Officer/ Office use and make an allowance for these units.
(Proposed: Cllr Cliffe; seconded: Cllr Mann.) 1 abstention
- 2) To recommend to Full Council that expenditure of £920 be met by a virement of funds from the contingency budget line (3997) to the IT equipment purchase budget (3005/8).
(Proposed: Cllr Cliffe; seconded: Cllr Mann.) 1 abstention
- 3) To continue with the current IT equipment for the remainder of the Council term and to consult with Councillors on their preferences for IT equipment.
(Proposed: Cllr Broadhurst; seconded: Cllr Pengelly.) Unanimous

(f) Internal audit service

Members were reminded that the one-year contract with the internal auditor, Hudson Accounting, was renewed annually in advance of the year-end. Following completion of the 2017/18 year-end, Hudson Accounting had offered a three-year contract to secure their services at the current annual rate of £2,500 per annum, removing the opportunity for any price increases for three years and it was unanimously

RESOLVED – to approve a three-year contract with Hudson Accounting commencing in financial year 2018/19.
(Proposed: Cllr Pengelly; seconded: Cllr Cliffe.)

22. REPORTS FOR DECISION FROM OTHER COMMITTEES

(a) Leisure & Amenities Committee – Income budget line creation

Following the recent installation of a CCTV camera covering the Princess May recreation area, an income budget line was required to receive a contribution payment from Cornwall Councillor Tim Dwelly.

The income line was required in order for the Town Council to receive the payment and offset the expenditure following the CCTV expansion works.

The Leisure and Amenities Committee, at its meeting on 6 August 2018, had resolved to recommend to Finance and General Purposes Committee approval for the creation of income budget line 140/1 and it was

RESOLVED – to recommend to Full Council the creation of income budget line 140/1.

(Proposed: Cllr Pengelly; seconded: Cllr Jackson.) 1 against

23. REPORTS FOR INFORMATION

(a) Update on Strategic Planning

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

(b) Update from Social Action Fund Working Group

Councillors Cliffe and Halliday provided a verbal report on the activities of the Social Action Fund Working Group had been provided.

(c) Town Centre Hub: concept and likely costs

A draft report on the proposed 'Town Centre Hub' was circulated.

24. CONFIDENTIAL REPORT FOR DECISION FROM OTHER COMMITTEES

Any press and public present left the meeting.

(a) Secure Banking Service

In respect of the proposal to engage the services of an external organisation to provide a secure banking service in was unanimously

RESOLVED – to support the introduction of a secure banking service for the Town Council and to recommend to Full Council the virement of £4,000 from the budgets identified in the report to create new budget heads of 2120 and 1260, each for £2,000.

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

(b) Penlee Lodge – rent on temporary accommodation

Following on from the renovation of Penlee Lodge in Penlee Park, unforeseen circumstances had resulted in the tenant being unable to move back into the Lodge as anticipated which necessitated an extension of the temporary accommodation. It was therefore unanimously

RESOLVED – to recommend to Full Council an increase in the budget for Rent on Temporary Accommodation of £2,290 and that this sum be transferred from the Penlee Lodge Refurbishment budget (1210).
(Proposed: Cllr Broadhurst; seconded: Cllr Mann.)

25. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 8.36pm

Chairman
8 October 2018