

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday
21 January 2019 at 7.00pm

PRESENT

Councillors S M Cordel (Chair)

Councillors D J Axford
R B Cliffe
J H Dixon
T L Halliday
B Jackson
N G Pengelly (from 7.21pm)

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

Cllr Cordel invited Cllr Jackson to act as Vice-Chair in the absence of Cllr Broadhurst.

45. APOLOGIES FOR ABSENCE

Councillors N C Broadhurst, N A Davis, J S Lambourn, R A Mann, C A C White

Absent without apologies: Councillor N N Waller

46. TO RECEIVE DECLARATIONS OF INTEREST

None.

47. PUBLIC PARTICIPATION

None present.

48. 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](#).

There were no confidential items to be considered.

49. MINUTES OF MEETING HELD ON 26 NOVEMBER 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 Axford; seconded: Cllr Dixon.)

50. APPLICATIONS FOR GRANT

(a) Paul Cricket Club

The Club was seeking financial support for replacing the lawnmower which was beyond repair and it was unanimously

RESOLVED – to support the request for a £500 contribution towards the cost of replacing the club's lawnmower.

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

(b) YMCA Cornwall

YMCA Cornwall had applied for a grant towards the cost of delivering 10 music therapy sessions for young people aged from 16 upwards for whom they provided supported accommodation.

RESOLVED – to award a grant of £750 to support the delivery of 10 music therapy sessions for young people.

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

51. REPORTS FOR DECISION

(a) Update on Financial Action Plan

The Financial Action Plan, updated at 31 December 2018, was reviewed and it was unanimously

RESOLVED – to accept the updated Financial Action Plan.

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

(b) Financial papers 1 October to 30 November 2018

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

It was

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

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

[Cllr Pengelly joined the meeting at 7.21pm and abstained from the above vote]

(ii) Bank reconciliations 1 October to 30 November 2018

It was unanimously

RESOLVED – to receive and accept the bank reconciliations from 1 October to 30 November 2018.

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

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

It was unanimously

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

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

(c) Payroll software – annual renewal

Members were reminded that the Town Council subscribed to SAGE Payroll services and the annual renewal was due at the end of March 2019.

The new package being offered provided the choice of either a one user licence or a multiple user licence and included HR services as well as payroll.

It was unanimously

RESOLVED – to recommend to Town Council that the Payroll Software budget for future years commencing 2019/20 is increased to £1,392 to meet the annual licence costs.

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

52. REPORTS FOR DECISION FROM OTHER COMMITTEES

(a) Leisure & Amenities Committee – Community Toilet Scheme 2019

This item had been returned to the Committee for decision following a further review carried out by the Leisure & Amenities Manager (as requested by the Finance & General Purposes Committee at the meeting on 26 November 2018).

Following debate, it was

RESOLVED – to recommend to Town Council an increase in the Community Toilet budget line (1070) of £3,500 to enable an additional 4 facilities to be included in the Community Toilet Scheme for the 2019/2020 financial year.

(Proposed: Cllr Cliffe; seconded: Cllr Axford.) 5 for; 2 against.

(b) Leisure & Amenities Committee – Lone Working: mobile phone provision

This item had been returned to the Committee for decision following a further review carried out by the Leisure & Amenities Manager (as requested by the Finance & General Purposes Committee at the meeting on 26 November 2018).

It was

RESOLVED – to recommend to Town Council an increase in budget line 1040 Protective Clothing and Equipment of £1,856 from the financial year 2019/20.

(Proposed: Cllr Cliffe; seconded: Cllr Axford.) 6 for; 1 against.

53. REPORTS FOR INFORMATION

(a) Interim Internal Audit Report

The Interim Internal Audit report for the year ending 31 March 2019 was presented and noted.

(b) Update from Social Action Fund Working Group

Cllr Cliffe provided a verbal update on the Social Action Fund Working Group and would arrange a further meeting of the Group in order to agree the required strategy. Following this meeting a recommendation would be made to the Town Council at the meeting on 11 February 2019.

54. MATTERS ARISING FOR REPORT ONLY

None.

The meeting closed at 7.52pm

Chairman
18 March 2019