

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday
26 November 2018 at 7.00pm

PRESENT

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

Councillors R B Cliffe
J H Dixon
T L Halliday
B Jackson
J S Lambourn
R A Mann
N G Pengelly
N N Waller (from 7.03pm; left at 8.14pm)
C A C White

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

37. APOLOGIES FOR ABSENCE

Councillors D J Axford, N A Davis

38. TO RECEIVE DECLARATIONS OF INTEREST

Agenda item 6(e) Strategic Grants – annual review – Cllr Dixon declared a personal non-pecuniary interest as the Vice- Treasurer of the Penzance, St Just, Bendigo & Nevada City Twinning Group; Cllr White declared a personal non-pecuniary interest as a member of the Penzance/Concarneau Twinning Association; Cllr Cliffe declared a personal non-pecuniary interest as the Honorary President of the Penzance/Concarneau and Penzance/Cuxhaven Twinning Associations.

39. PUBLIC PARTICIPATION

None present.

40. 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.

41. MINUTES OF MEETING HELD ON 8 OCTOBER 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 Halliday.)

42. REPORTS FOR DECISION

(a) Update on Financial Action Plan

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

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

(b) Financial papers 1 September to 30 September 2018

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

It was unanimously

RESOLVED – to receive and accept the paid expenditure transactions from 1 to 30 September 2018.
(Proposed: Cllr Lambourn; seconded: Cllr Mann.)

(ii) Bank reconciliations 1 to 30 September 2018

It was unanimously

RESOLVED – to receive and accept the bank reconciliations from 1 to 30 September 2018.
(Proposed: Cllr Mann; seconded: Cllr Lambourn.)

(c) Staff training budget

The introduction of a formal Professional Development Review (PDR) scheme for all members of Town Council has helped to highlight the training requirements of staff throughout the organisation (currently 22).

It was therefore proposed to increase the staff training budget in 2019/20 to £11,000 in order to ensure the PDR scheme could fulfil its objectives and to enable all staff to take advantage of training that would facilitate individual development within their roles. The increased budget would be split into service areas to assist with monitoring the expenditure and future requirements would be reviewed on an annual basis.

It was unanimously

RESOLVED – to recommend to Town Council an increase in the Staff Training budget of £5,500 (3015/1).
(Proposed: Cllr Cliffe; seconded: Cllr Cordel.)

(d) External communications budget

It was noted that there was no budget to support the recommendations of the newly formed Communications Working Group and it was therefore proposed to establish a budget of £1,000 in 2018/19 and 2019/20 to meet one-off costs of establishing working processes, e.g. stationery templates for posters and press releases, photography, advertising space etc. It was further proposed that the budget be funded from a virement from the General Contingency (3997) in 2018/19 with future years falling to the precept and that the level would be reviewed during the autumn of 2018 to ensure a realistic sum was set up to meet the future needs of the Town Council.

It was unanimously

RESOLVED – to establish a budget for external communications (3012) of £1,000 annually and recommend to Town Council that the budget for 2018/19 be funded by a virement from General Contingency (3997) with future years falling to the precept.

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

(e) Strategic Grants – annual review

Members were asked to review the strategic grants awarded annually to 16 organisations and to determine the level of grant to be awarded to each organisation for the three financial years commencing 2019/20.

The strategic grants were considered individually and resolved as follows:

(i) Penzance/Concarneau Twinning – it was unanimously

RESOLVED – to award an annual grant of £500

(Proposed: Cllr Dixon; seconded: Cllr Pengelly.) Cllr White left the room during consideration of this item.

(ii) Penzance, St Just, Bendigo & Nevada City Twinning – it was unanimously

RESOLVED – to award an annual grant of £250

(Proposed: Cllr Pengelly; seconded: Cllr Cliffe.) Cllr Dixon left the room during consideration of this item.

(iii) Penzance/Cuxhaven Twinning – it was unanimously

RESOLVED – to award an annual grant of £500

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

(iv) Christmas lights – Gulval, Mousehole Harbour, Newlyn Harbour

- It was unanimously

RESOLVED – to award an annual grant of £1,500 to Gulval; £500 to Mousehole Harbour and £500 to Newlyn Harbour. It was also

RESOLVED that an annual grant of £500 would be made to Heamoor, providing a suitable organisation was established to accept the grant.
(Proposed: Cllr Pengelly; seconded: Cllr Halliday.)

- (v) Cornwall Youth Theatre grant & Cornwall Youth Theatre brochure
– it was unanimously

RESOLVED – to award an annual grant of £1,500 to the Cornwall Youth Theatre and a grant of £800 for the Cornwall Youth Theatre brochure.
(Proposed: Cllr Pengelly; seconded: Cllr Lambourn.)

- (vi) Montol Festival – it was unanimously

RESOLVED – to award an annual grant of £2,100
(Proposed: Cllr Pengelly; seconded: Cllr Halliday.)

- (vii) Newlyn Fish Festival – it was unanimously

RESOLVED – to remove Newlyn Fish Festival from the Strategic Grants as the Festival would not be taking place in 2019.
(Proposed: Cllr Cordel; seconded: Cllr Broadhurst.)

- (viii) Pengarth Day Centre – it was unanimously

RESOLVED – to award an annual grant of £15,000
(Proposed: Cllr Broadhurst; seconded: Cllr Waller.) Cllr Mann left the room during consideration of this item.

- (ix) Penzance Community Flora Group – it was unanimously

RESOLVED – to award an annual grant of £1,500
(Proposed: Cllr Broadhurst; seconded: Cllr Halliday.)

- (x) Penzance Street Pastors – it was unanimously

RESOLVED – to award an annual grant of £2,000
(Proposed: Cllr Pengelly; seconded: Cllr Cordel.)

- (xi) Sea Salts & Sails Festival – it was unanimously

RESOLVED – to remove the Sea Salts & Sails Festival from the Strategic Grants as the Festival would not be taking place in 2019.
(Proposed: Cllr Broadhurst; seconded: Cllr Cliffe.)

[Cllr Waller left the meeting – 8.14pm]

- (xii) St Piran in Penwith – it was unanimously

RESOLVED – to award an annual grant of £600
(Proposed: Cllr Dixon; seconded: Cllr Cliffe.)

[Cllr Waller returned to the meeting – 8.17pm]

(xiii) Welcome to West Cornwall Centre – it was unanimously

RESOLVED – to award an annual grant of £5,000
(Proposed: Cllr Dixon; seconded: Cllr Pengelly.)

It was subsequently unanimously

RESOLVED – that the Strategic Grants budget for the financial year 2019/20 be set at £32,750.
(Proposed: Cllr Cordel; seconded: Cllr Broadhurst.)

(f) 2018/19 revised budget and draft budgets 2019/20 to 2021/22

Members were presented with a revised budget for the financial year 2018/19 and draft budgets for the three financial years 2019/20 to 2021/22 and it was unanimously

RESOLVED – to

- (i) agree the transfer of the budgets for the payment of grants to Jubilee Pool, Open Air Theatre, and Gulval, Mousehole and Newlyn Christmas lights from the Leisure & Amenities Committee to the Finance & General Purposes Committee; and
- (ii) to agree the revised budget for the 2018/19 financial year and draft budgets for 2019/20 to 2021/22 and recommend approval of the figures to the Town Council, to include amendments in line with the resolutions taken at Minutes 42 (c), (d) and (e) above and to reflect a 3.99% increase of £888 in Council Tax (across the Council).

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

(g) East Ward Bi-Election costs

It was reported that the cost of the recent bi-election in East Ward had amounted to £7,121.96 and it was proposed to fund the cost through a virement of funds from the earmarked Election Costs Fund to the Election Costs budget.

It was unanimously

RESOLVED – to recommend to Town Council the virement of £7,121.96 from the Election Costs Fund (3995/2) to the Election Costs budget (3170).
(Proposed: Cllr Pengelly; seconded: Cllr Halliday.)

(h) Social Action Working Group – draft strategy

Due to the late submission of the report for this item and the need for the Social Action Working Group to have prior sight of the document, the Chairman had agreed to defer it for consideration at the next full Town Council meeting (10 December 2018).

43. REPORTS FOR DECISION FROM OTHER COMMITTEES

(a) Leisure & Amenities Committee – Vehicle lease 2019

Further to the recommendation of the Leisure & Amenities Committee from its meeting of 19 November 2018, it was unanimously

RESOLVED – to recommend to Town Council:

- An increase in budget line 1220 “Vehicle Leasing” of £4,042.42 in year 1 and £1,728.28 in year 2 funded from a virement from the Devolution Fund 1995/5; and
- An increase in budget line 1015/2 “Fuel for vehicles and machinery” of £560 funded from a virement from the Devolution Fund 1995/5.

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

(b) Leisure & Amenities Committee – War Memorial restoration

Further to the recommendation of the Leisure & Amenities Committee from its meeting of 19 November 2018, it was unanimously

RESOLVED – to recommend to Town Council that any unspent expenditure in budget line 1115/2 “War Memorials Maintenance and Upkeep” is rolled forward into the 2019 financial year to enable a piece of work to be undertaken to restore lettering on some of the memorials.

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

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

At its meeting of 19 November 2018, the Leisure & Amenities Committee agreed to adopt improved Health & Safety measures through the introduction of mobile telephones in the Leisure & Amenities team.

For this change to be implemented, The Leisure & Amenities Committee had recommended to the Finance & General Purposes Committee an increase of £2,160 to budget line 1040 Protective Clothing and Equipment.

Members discussed the recommendation and it was

RESOLVED – to refer the item back to the Leisure & Amenities Committee for further review and with a request that more information be supplied.

(Proposed: Cllr Lambourn; seconded: Cllr White.) 9 for; 2 against.

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

At the Leisure & Amenities Committee meeting of 19 November 2018, it had been resolved to recommend to the Finance & General Purposes Committee that the Community Toilet Scheme be extended to enable an additional 4 facilities to be included in the scheme for the 2019/20 financial year. It had also been resolved to propose an increase to the Community Toilet Scheme budget (1070) of £3,500.

Members discussed the recommendations and it was

RESOLVED – to refer the item back to the Leisure & Amenities Committee to review the decision and to provide more information.

(Proposed: Cllr White; seconded: Cllr Waller.) 7 for; 4 against.

- (e) Leisure & Amenities Committee – Revised budget 2018/19 & draft budgets 2019/20 to 2021/22

Further to the recommendation of the Leisure & Amenities Committee at its meeting of 19 November 2018, it was unanimously

RESOLVED – to agree the revised budget for the 2018/19 financial year and draft budgets for 2019/20 to 2021/22 and recommend approval of the figures to the Town Council with the inclusion of the agreed amendments resulting from Minutes 43(a) and (b) above.

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

- (f) Penlee House Committee – Revised budget 2018/19 & draft budgets 2019/20 to 2021/22

Further to the recommendation of the Penlee House Committee at its meeting of 12 November 2018, it was unanimously

RESOLVED – to agree the revised budget for the 2018/19 financial year and draft budgets for 2019/20 to 2021/22, subject to a review should projected income levels fall and net expenditure be exceeded, and recommend approval of the figures to Town Council.

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

44. MATTERS ARISING FOR REPORT ONLY

- Solomon Browne Memorial Hall – it was reported that the group responsible for running the facility was currently considering various options for moving forward.
- Members were informed that a grant request from Cornwall Animal hospital had been refused as it did not meet the criteria of the Town Council's Grant Awarding Policy.

The meeting closed at 9.25pm

Chairman
21 January 2019