

Minutes of the Meeting of the Finance & General Purposes Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 24 November 2016 at 7pm

PRESENT

Chairman - Councillor R Tulley
Vice-Chairman – Councillor L Taylor

COUNCILLORS

Andrewes T	Mitchell A
Garrod H	Prior P
Glanville R	

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors C Nicholls, J Symons and T Williams.

F&GP75. PUBLIC SPEAKING

John Navin from Saints Board Riders attended to speak about the work of the surf club and the plans for the future development of a clubhouse. The club brought many benefits to the community, including the club and training for children and young people, helping to develop skills, improve life saving provision and plans for the improvement of a community facility. The redevelopment project has all been progressing well, with the current potential stalling point to be the legal work needed and to cover the costs of Cornwall Council's legal fees. It was hoped that all that could be done to carry out the legal process swiftly would help the project to maintain momentum.

F&GP76. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Finance & General Purposes Committee meeting held on 29 September 2016.

F&GP77. CHAIRMAN'S ANNOUNCEMENTS

The Chairman expressed his thanks to the Town Clerk and Team for prompt production of reports sent out with the agenda.

F&GP78. DECLARATION OF COUNCILLOR AND OFFICER INTERESTS

Councillor Taylor declared an Interest in Minute (grants) as the applicant for funding for the Lelant Village Hall, and withdrew from the meeting during consideration of this item.

Councillor Andrewes declared an Interest in Minute (creditors and debtors) as the

Farmers Market had recently received an invoice and so had been listed, and withdrew from the meeting during consideration of this item.

F&GP79. TOWN CLERK'S UPDATE REPORT

The written update report was noted, with brief discussion on updates relating to the repairs needed to the guttering at Market House and the review of fees for the devolution project work carried out.

RESOLVED – that the report be noted and that officers be requested to complete the ongoing actions.

F&GP80. EXTERNAL AUDIT REPORT

The Town Clerk reported that the council had received a clear report from the external auditors.

RESOLVED – that the report be noted and the staff be thanked for their ongoing commitment to accuracy, rigour and thoroughness in relation to the accounts and accounting systems.

F&GP81. FINANCE REPORT

The finance report was considered. In addition to the budget monitoring of each of the cost centres relevant to this committee, Members considered the levels of reserves and working balances.

RESOLVED – that the report be noted and that a report on reserves and working balances be presented to the next scheduled meeting of this committee.

F&GP82. BUDGET SETTING 2017/2018

Members considered the draft budget for the cost centres covered by this committee, along with the budget recommendations received from the Facilities and the Community & Environment Committees.

There was discussion on whether to apportion wages and building costs, following which it was

RESOLVED – not to apportion costs to any greater extent than currently set out in the budget.

Acknowledging that it would be useful to monitor one of the most significant cost centres of the council as a whole, in addition to how it is split across service areas, it was

RESOLVED – that future finance reports would include a separate overview of the staffing budget.

A question was raised about the proposed budget for the VIC running at a projected loss, with another question raised that with the projected costs of running the public conveniences, should

the council question the continuing level of provision.

RECOMMENDED – to Council that the draft budget as amended be recommended to Council.

Councillor Glanville requested that his name be recorded as voting against this recommendation.

Councillor Mitchell requested that his name be recorded as voting for £10,000 for CCTV provision.

F&GP83. **REVIEW OF FINANCIAL REGULATIONS**

Members considered the report as circulated.

RECOMMENDED – to Council that the amendments to Financial Regulations be approved as set out in the report.

F&GP84. **BANK SIGNATORIES**

Following consideration of the report which set out the need to ensure that there were sufficient signatories to the bank accounts, it was

RECOMMENDED – that the Chairman of Facilities Committee be approved as an additional Councillor Signatory and that the Support Services Manager be approved as the deputy officer to sign in the absence of the Town Clerk.

F&GP85. **GRANT APPLICATIONS**

Pegasus

Application: request for funds for tools and costs for young people on the Pegasus award scheme.

Considerations: value of the work to support young people

RESOLVED – that £350 be awarded for the use as set out in the application.

Lelant Village Hall

Councillor Taylor declared an Interest in this item and withdrew from the meeting during its consideration.

Application: towards repair and maintenance, hall and exterior refurbishment

Considerations: community facility

RESOLVED – that £1,000 be awarded, as per application

St Ives Cricket Club

Application: towards a new club bowling machine for practice sessions.

Considerations: value of club to community and young people

RESOLVED – that £1,000 be awarded, as per application

F&GP86. CORRESPONDENCE

None

F&GP87. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – “That in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and the public be excluded from the meeting during the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.”

F&GP88. REDEVELOPMENT PROJECT AT PORTHMEOR CAR PARK PUBLIC CONVENIENCES - UPDATE ON PROGRESS, LEGAL TRANSFER AND PROJECT PLANS (Paragraph 3)

Members considered the report circulated prior to the meeting, in which Officers sought direction on a number of matters to enable the project to proceed.

During consideration it was noted that the location has shared utilities with other properties and so it would be beneficial to resolve this situation as part of the current process, to save the project co-ordinators having to deal with this issue at a later date.

Following consideration, it was

RESOLVED – that

- 1) the estimated costs of the town council’s legal fees be noted and approved
- 2) solicitors be instructed upon agreement between the three parties of the draft Heads of Terms, to include deletion of the town council’s ability to give 1 year’s notice to quit
- 3) it be confirmed that the town council will not meet Cornwall Council’s legal or surveyor fees
- 4) the Heads of Terms on which the sub-lease will be based be approved, with final sub-lease terms to be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of this committee
- 5) the term of the sub-lease to be 60 years
- 6) the town council to continue to meet the costs of clearing and maintaining the sewer pipe running under the car park, after the completion of works, assuming that the council is found definitively to be responsible for these costs; and
- 7) it be agreed that the public conveniences may be closed over the spring and early summer while the works are carried out, provided that the project co-ordinators ensure that an accessible public conveniences is made available to the general public at this location.

F&GP89. DECORATIVE LIGHTS - UPDATE ON PROPOSALS TO REMOVE AND REPLACE THE CURRENT SYSTEM (Paragraph 3)

Members considered the report circulated, updating on the removal and replacement of the decorative lights, including a briefing on a meeting with the co-funders of the project and the opinion of the council's insurers and electrical contractors. Following discussion, it was

RESOLVED – that

- 1) the approach as set out in the report and at Appendix A be endorsed (noting also the implications on staff resources in addition to the budget previously agreed)
- 2) a central line design be implemented (as per existing)
- 3) Option B as set out in the report be implemented, regarding the stages and timings of removal and replacement of the lighting system
- 4) the council notes the advice of Officer in this report and in reports to previous meeting about the condition of the lighting system and assessment of the risks posed; and
- 5) SSE be approved as contractors to carry out the initial removal-only phase, in view of the need for the works to be completed at the earliest opportunity

F&GP90. APPOINTMENT OF SOLICITORS FOR LIBRARY DEVOLUTION CONTRACTS (Paragraph 3)

Members considered the report circulated, setting out the need to instruct solicitors to advise and act on behalf of the council during the library devolution process.

RESOLVED – that

- 1) the Town Clerk be authorised to instruct the solicitor referred to in the report to act on behalf of the town council for the legal work for the property and service transfer necessary for the devolution of the library and information service; and
- 2) that the solicitor be invited to an initial meeting with town council representatives (those who attend the Working Group meetings), for an initial discussion and consideration of the Heads of Terms.

F&GP91. VAT PARTIAL EXEMPTION (Paragraph 3)

Members considered the report circulated noting that there would be further update as progress on the matter is made.

RESOLVED – that the report be noted.

F&GP92. DEBTORS AND CREDITORS (Paragraph 3)

Following consideration and explanation on some points by Officers, it was

RESOLVED – that the report be noted.