

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 29 September 2016 at 7pm

PRESENT

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

COUNCILLORS

Andrewes T	Nicholls C
Garrood H	Prior P
Glanville R	Symons J
Mitchell A	Williams T

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – None.

PUBLIC SPEAKING

Mary Shead spoke on behalf of the Neighbourhood Watch service and members of the public present. A document was circulated setting out the rationale for reintroducing a CCTV system for St Ives, including reference to a visit to the monitoring centre at Tolvaddon and an offer of support in implementation from the Fire Officer.

F&GP49. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Finance & General Purposes Committee meeting held on 28 July 2016.

F&GP50. CHAIRMAN'S ANNOUNCEMENTS

CCTV to move to first item on agenda – in view of number of members of the public present.

Finance report to be considered in two parts – confidential report on debtors and creditors, to be considered in the confidential section of the meeting

F&GP51. DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS

Councillor Tulley declared an Interest in the Grants application by Hayle Day Centre, as the Council's representative on its committee, and withdrew from the meeting during consideration of this item.

Councillors Taylor and Mitchell each declared an Interest in the items relating to the redevelopment proposal at Porthmeor Toilets and the Friends of the Guildhall, due to their representation on the West Cornwall LAG, and withdrew from the meeting during consideration

of these items.

F&GP52. TOWN CLERK'S UPDATE REPORT

RESOLVED – that the report be noted.

F&GP53. CCTV – calls for re-instatement of CCTV in St Ives

Members considered the recommendation of the Community & Environment Committee, the report circulated prior to the meeting and the costings tabled by the Town Clerk at the meeting.

Councillor Taylor reported that the PCC were supportive of the CCTV initiative and would be further considering the consultation which had received strong feedback and so required more time to consider. Strongly support and would be able to confirm extent of support to be offered at a later date.

A question was raised whether the costs could be reduced by reducing the periods of monitoring.

Following a full discussion, it was agreed that further information was needed before a final decision could be made:

- How the system will operate, including how the signal will be transmitted (eg from Island to cameras)
- And confirmation from the PCC on their funding contribution

RECOMMENDED to Council to endorse the recommendation of the Community & Environment Committee, with the town council's contribution to ongoing maintenance and monitoring to be capped at £6,000 per annum, and to seek an assurance from the Police that any incidents identified through CCTV monitoring would be responded to swiftly.

Cllrs Glanville and Prior requested that their names be recorded as voting against.

Cllr Mitchell requested that his name be recorded as abstaining.

F&GP534 FINANCE REPORT

Members considered the report circulated prior to the meeting. There ensued a full discussion, including a request to review the way that Reserves were presented.

It was noted that an assurance had been received that the car park levy funding would be forthcoming in the near future.

RESOLVED – that the report be noted.

F&GP55. DECORATIVE LIGHTS – ARRANGEMENTS FOR REMOVAL OF EXISTING SYSTEM AND REPLACEMENT WITH NEW

The Chairman reminded Members of the decision of the Council with regard to removal and replacement of the decorative lights system. He had met with representatives of the groups providing funding towards the project and they were content with the proposed way forward.

RESOLVED– that

1. Three quotes be sought for the replacement lights system, and removal of existing
2. A schedule be drawn up to achieve completion of a project to remove existing and replace with new, to be completed by the end of November (whether a full or partial system, available funds permitting)
3. The installation and future maintenance of the decorative lighting to remain the responsibility of the F&GP Committee
4. Budget provision from 2017/18 be made for the ongoing maintenance of the decorative lights.

Councillor Glanville requested that his name be recorded as voting against the proposal.

F&GP56. REQUEST FROM FRIENDS OF THE GUILDHALL/WEST CORNWALL LAG FOR THE TOWN COUNCIL TO BANKROLL A GRANT APPLICATION

Councillors Taylor and Mitchell each declared an Interest in this item, due to their representation on the West Cornwall LAG, and withdrew from the meeting during consideration of these items.

Members considered request from Friends of the Guildhall as set out in the report

Discussed – noted that there is an identified need for an improved sound system. Considered the proposal for the Friends of the Guildhall to secure funding for an improved sound system which they would own and would bring a benefit to the town council through encouraging hall bookings.

RESOLVED – that the council will cashflow the project provided that assurance in writing from LAG that the funds will be reimbursed by LAG to the town council.

F&GP57. STAFFING ARRANGEMENTS

Members considered the report circulated prior to the meeting.

RESOLVED – that the report be noted, the new members of staff be welcomed to the town council and that the staffing arrangements for the council be kept under regular review (at least annually) by the Finance & General Purposes Committee.

F&GP58 GRANT APPLICATIONS – REFER TO GRANTS SCHEDULE

PEGASUS

Resolved – to defer pending further information.

Lantern Parade – St Ives in December

RESOLVED - £750 for lanterns.

Resolved – a grant of £750 fo the lantern parade

Hayle Day Care Centre Trust – request for an annual contribution.

Councillor Tulley declared an Interest in the Grants application by Hayle Day Centre, as the Council’s representative on its committee, and withdrew from the meeting during consideration of this item.

Resolved – that a grant of £2,000 from this years grant budget, and set out in the letter that the town council understands the situation and will review the question of an annual grant in full at a later date during budget setting when full finance info available.

RECOMMENDED – that Council consider agreeing an annual grant to Hayle Day Care Centre (noting that the grant awarded in 2016 has been agreed as £2,000)

F&GP59 REVIEW OF FINANCIAL REGULATIONS

A report on the review of Financial Regulations was tabled, and in view of the need to consider in detail, it was

RESOLVED – that this item be deferred to the next meeting

F&GP60 COMPLIANCE OF LOCAL GOVERNMENT TRANSPARENCY CODE

Members considered the report tabled at the meeting, setting out the steps needed to be taken to ensure that the council complies with the transparency code.

RESOLVED– that the report be noted and that the recommendation be approved, as printed.

F&GP61 INTERNAL AUDIT REPORT

Members noted the report from the Internal Auditor, confirming that the Internal Audit had been carried out and that there were no matters to bring to the attention of the council.

RESOLVED – that the report be noted.

F&GP62 REPORT ON INTERNAL AUDITS CONDUCTED BY COUNCILLORS TULLEY AND TAYLOR

Members noted the written report setting out the work of Councillors Tulley and Taylor in their internal audit scrutiny duties.

RESOLVED that the report be noted.

F&GP63 **CORRESPONDENCE**

None.

F&GP64 **EXCLUSION OF 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&GP65. **UPDATE ON PROJECT FOR PORTHMEOR CAR PARK PUBLIC CONVENIENCES BLOCK, INCLUDING LEGAL CONSIDERATIONS FOR DECISION** (Paragraph 3)

Councillors Taylor and Mitchell each declared an Interest in this item, due to their representation on the West Cornwall LAG, and withdrew from the meeting during consideration of these items.

Members considered the report circulated, noted that it was important to help the project to proceed, and as a town council should facilitate. There was concern that the legal process may slow progress down.

RECOMMENDED – that the Council

1. Agrees to proceed on the basis of retaining the Head Lease and entering into a Sub Lease with the community organisation
2. Agrees to cover its own legal costs on this occasions, in view of the community benefit of the project
3. Tasks the Town Clerk and Facilities Manager to enter into discussions with the community group regarding the lease and associated legal agreements
4. Delegates the agreement of terms and signing of legal agreements to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Finance & General Purposes Committee
5. Notes that it is the intention of the community organisation for the works to be completed for the opening of the facilities at the beginning of the 2017 season, and recognising that, in view of the legal process to be followed, this timescale may not be feasible.

F&GP66 **REVIEW OF BANKING ARRANGEMENTS, INCLUDING MONIES HELD ON DEPOSIT AND DIRECT PAYMENT OF SALARIES** (Paragraph 3)

Members considered the report circulated and after brief discussion, it was

RECOMMENDED – to Council that the banking arrangements be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Finance & General Purposes Committee, in line with previous Council decision.

F&GP67 **ANNUAL REVIEW OF TOWN COUNCIL PROPERTY ARRANGEMENTS** (Paragraph 3)

The Clerk explained the principle of the need to carry out an annual review of property arrangements. As workload had not permitted the accompanying schedule to be completed, it was

RESOLVED – that this item be deferred to the next meeting of this committee.

F&GP68 **UPDATE REPORT FOLLOWING 2016 STAFF APPRAISALS** (Paragraphs 1,2 &3)

Feedback was given following the recent annual appraisal process. There had been a number of training request which were briefly considered. Councillors stressed their commitment to the provision of good quality staff training.

RESOLVED – that training requests be recommended by Line Managers and approved by the Town Clerk. Where there was uncertainty about the suitability of a training request, the Chairman and Vice-Chairman of the committee to be consulted.

F&GP69 **REVIEW OF DEVOLUTION PROJECT MANAGER CONTRACT** (Paragraphs 1,2 &3)

RESOLVED – that this item be deferred to the next meeting.

F&GP70 **UPDATE ON LEASE ARRANGEMENTS FOR SMALLER OFFICE AT ISLAND CENTRE** (Paragraph 3)

The draft sub-lease had been circulated prior to the meeting. Following discussion and a number of amendments, it was

RECOMMENDED – to Council that the draft heads of terms as amended at the meeting be agreed as the basis on which the Sub-Lease should be written, with final details to be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Finance & General Purposes Committee.

F&GP71 **TRANSFER OF FUNDS FROM ‘OTHER TICKET SALES’** (Paragraph 3)

Members considered the report circulated prior to the meeting.

RESOLVED – that the committee notes the report and its explanation of the work to reconcile existing figures and the control measures to be implemented in future, and agree that £701 be transferred from ‘other ticket sales’ to ‘miscellaneous income VIC’.

F&GP72 **VAT PARTIAL EXEMPTION** (Paragraph 3)

In addition to the written report, the Clerk advised that the VAT consultants would be available to visit to discuss the partial exemption calculation and options in detail.

RESOLVED – that the visit by the VAT consultants be approved.

F&GP.73 DEBTORS AND CREDITOR

Members considered the report and agreed a revised weddings cancellation policy, to not pursue the £20 administration charge for those where no initial payment had been made.

F&GP74 AGENDA ITEMS FOR NEXT MEETING

- (1) Update report following staff consultation on contracts review. (Paragraphs 1,2&3)
- (2) Budget setting
- (3) Three Year Financial Plan
- (4) Performance Management System
12 months on – review of implementation of staffing and structure review decisions.

Meeting closed at 9.46 pm

Chairman