

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 5 July 2018 at 7.00pm

PRESENT

Chairman – Councillor R Glanville  
Vice-Chairman – Councillor C Nicholls

COUNCILLORS

Andrewes T	Mitchell A
Harris A	Symons J
Henry R	Tulley R
Messenger K	Williams T

OFFICERS

Town Clerk

F&GP.125 APOLOGIES FOR ABSENCE – were received from Councillors H Garrod and S Tanner.

F&GP.126 ELECTION OF COMMITTEE CHAIRMAN 2018/2019

RESOLVED – that Councillor Glanville is the committee chairman for 2018/2019.

F&GP.127 ELECTION OF COMMITTEE VICE-CHAIRMAN 2018/2019

RESOLVED – that Councillor Nicholls is the committee vice-chairman for 2018/2019.

F&GP.128 PUBLIC SPEAKING

None.

F&GP. 129 MINUTES

RESOLVED – that the Chairman signs as a true and correct record of the Minutes of the Finance & General Purposes Committee meeting held on 5 April 2018.

F&GP.130 CHAIRMAN'S ANNOUNCEMENTS

None.

F&GP.131 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS

Councillor Symons declared an Interest in Minute F&GP138 (grants – bowling club) as her husband is a member of the bowling club. She withdrew from the meeting during consideration of this item.

Councillor Nicholls declared an Interest in Minute F&GP138 (grants – gig club) as a trustee of the

gig club, and withdrew from the meeting during its consideration.

F&GP.132 TOWN CLERK'S UPDATE REPORT

During consideration of the Clerk's update report it was noted that there had been an article in the local press speculating about future use of the fishermens' lodges on the wharf. The matter was briefly considered.

RESOLVED – that the lodges remain a deferred item, but that further research be undertaken as officer time permits, with an update report to be presented to the next meeting of the committee.

Councillors also requested that a copy of the audited accounts be circulated, which the Clerk agreed to do.

RESOLVED – that the Town Clerk's update report be noted.

F&GP.133 FINANCE REPORT

2017/2018 Year-End Overview

Councillors considered the detailed finance reports for the 2017/2018 financial year-end overview and a report on the first two months of operation of the current financial year.

Observations during discussion included:

- concern that further refurbishment works were needed on the public conveniences (the Clerk offered Councillors to visit any sites of concern with the Facilities Manager to agree any further works needed)
- a request for the finance reports to be presented in a different format, with a cash flow analysis requested, and regular reports on the level of reserves held.

RESOLVED – that the Finance Reports be noted.

F&GP.134 UPDATE OF RESERVES POLICY AND FINANCIAL REGULATIONS

Councillor Glanville presented his proposal that in the council's Financial Regulations a new section (following current section 3) be added, with the intention that the total reserves to be held by the council would be between 25% and 50% of the budgeted net expenditure.

Following consideration, it was

RESOLVED – that there be no change to Financial Regulations in response to this proposal.

F&GP.135 GUILDHALL CHARGES – TICKET SPLIT PROPOSAL

The Town Clerk advised that this report was withdrawn due to an administrative error in the report paperwork.

F&GP.136 **REVIEW OF FINANCIAL RISK ASSESSMENT**

The Town Clerk presented the council's Financial Risk Assessment, reviewed on an annual basis. The Financial Risk ensures that the council has considered all risks associated with the financial management of the organisation and takes appropriate and sufficient steps to mitigate and minimise these risks.

From this risk assessment, two matters have been identified which will require action by officers:

- i. Insurance cover for the repair/replacement of the CCTV system to be arranged, now that the system is being installed
- ii. Increase the Fidelity Guarantee cover from £500,000 to £700,000

During discussion the committee chairman requested information on the levels of guarantee for the CCTV system, which the Clerk agreed to check and advise upon.

**RESOLVED** – that the Financial Risk Assessment is approved and adopted, and that the Clerk be instructed to adjust the council's insurance cover to include the CCTV system and to increase the Fidelity Guarantee cover from £500,000 to £700,000.

F&GP.137 **REVIEW OF INTERNAL CONTROLS**

The Town Clerk presented a report on the annual review of internal financial controls. It was noted that this was a work in progress.

**RESOLVED** – that the draft be noted and for the final version to be presented to next committee for approval.

F&GP.138 **GRANT APPLICATIONS**

**Application: St Ives Bowling Club (application for funds to coppice and crown trees)**

Councillor Symons declared an interest in this item as her husband is a member of the bowling club, and withdrew from the meeting during its consideration.

**Considerations:** the value of the club to the local community

**Decision:** that a grant of £500 be awarded, for the purpose set out in the application.

**Application: Halsetown Fete (application for support for fete expenditure)**

**Considerations:** A strong community event and so a willingness to support. Questioned whether financial support was needed as no balance of account was provided, a surplus had been made on the previous year's event and there had been donations made from the fete to good causes.

**Decision:** that a grant of £500 be awarded, for the purpose set out in the application.

**Application: St Ives Pilot Gig Club (application for funding for new oars)**

Councillor Nicholls declared an Interest in this item as Trustee of the gig club, and withdrew from the meeting during its consideration.

Considerations: the value of the organisation to the community.

Decision: that a grant of £300 be awarded, for the purpose set out in the application.

**Application: iSight Cornwall (application for funds towards community service supporting blind and partially sighted residents of the parish, particularly older people living with sight loss)**

Considerations: the value of the service to the local community, while noting the healthy balances of the charity.

Decision: that no grant be awarded for this application.

**Application: St Ives Cricket Club (application for funds towards expansion of changing facilities)**

Considerations: the value of the club to the local community.

Decision: that a grant of £500 be awarded, for the purpose set out in the application.

**RESOLVED** – that the grants be awarded, as set out above.

F&GP.139 **INTERNAL AUDIT MEETINGS HELD SINCE LAST MEETING**

Councillor Tulley reported that the regular internal audits had been held, with the most recent being a review of payroll. The audit had reviewed the rigorous internal controls and had most recently focussed on salaries and payroll. A couple of minor changes had been agreed with the Town Clerk (timesheets to be handed in on a weekly rather than monthly basis, and an amendment to the format of VIC timesheets).

The report was noted, and Councillors Tulley and Harris were thanked for carrying out the latest review.

F&GP.140 **STAFFING UPDATE**

A report (for information only) had been circulated giving an update on recent staffing changes.

F&GP.141 CORRESPONDENCE

None.

F&GP.142 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 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&GP.143 RENEWAL OF LEASE FOR ALLOTMENTS SITE AT TROWAN

Members considered the report setting out the proposed terms for a renewed lease agreement for the Trowan allotments site.

**RECOMMENDED** – to Council to agree to the option to renew the lease for the allotments at Trowan, with immediate effect, and the Town Clerk be instructed to proceed with closing negotiations and commissioning legal support for the lease agreement documentation.

F&GP.144 UPDATE ON STAFFING MATTER

The Clerk gave a brief verbal update on a current staffing matter.

**RESOLVED** – that the report be noted.

F&GP.145 JOB EVALUATION RECOMMENDATION

Members considered the report setting out the recommendation following the external job evaluation of the Admin Support Officer’s post.

**RECOMMENDED** – to Council that

- 1) the job evaluation recommendation for the Admin Support Officer post be approved; and
- 2) the pay grade and back-pay as presented in the report be approved.

F&GP.146 DEBTORS AND CREDITORS

It was noted that due to the scale of work involved in moving to the new accounts system, it was not practicable to assimilate the necessary information for report to this meeting, the information being split across the outgoing and incoming accounting system.

The Town Clerk reported that work on moving to the new accounts software package was underway.