

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 4 July 2019 at 7.00pm

PRESENT

Chairman – Councillor Andrew Mitchell

COUNCILLORS

Burton P  
Glanville R

Harris T  
Messenger K

Nicholls C  
Tulley R

IN ATTENDANCE

Andrews T

Lait R

OFFICERS

Town Clerk

Support Services Manager

APOLOGIES FOR ABSENCE

were received from Councillors Henry, Arthur and Symons.

F&GP.1 ELECTION OF THE COMMITTEE CHAIRMAN AND VICE-CHAIRMAN

The Mayor opened the meeting and invited nominations for the Chairman and Vice-Chairman of the Committee.

RESOLVED – that Councillor Mitchell be elected Committee Chairman and Councillor Henry Vice-Chairman.

PUBLIC SPEAKING

None

F&GP.2 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Finance and General Purposes Committee meeting held on 4 April 2019.

F&GP.3 CHAIRMAN’S ANNOUNCEMENTS

None

F&GP.4 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS

None

F&GP.5 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 public be excluded from the meeting during the consideration of the following matter on the grounds that it

involves 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.6 **COMPLAINT AGAINST THE COUNCIL (Paragraphs 1 and 2)**

*The Town Clerk left the room during consideration of this item.*

The Chairman introduced the report. He explained that the Committee had responsibility for administering the Council's complaints process and was due to hear a complaint which it had not been possible to resolve informally, which was in line with the complaints procedure.

The Chairman welcomed the complainant to the meeting and explained the process which would be followed by the Committee in hearing the complaint. The complainant was then asked to speak and address the Committee setting out in detail the nature of the complaint, which related to the transfer of the library from Cornwall Council to the Town Council.

During the process a number of Committee members sought clarification and asked questions. Following closing remarks to the Committee, the Complainant was invited to withdraw from the meeting to enable the Committee to deliberate and arrive at a decision.

The Complainant was advised that the Committee would communicate its decision in writing.

**RESOLVED** – that

- i) it be stated for the minutes that the complaint had been heard as a complaint against the Council, not the Clerk. The Clerk had at all times acted on behalf of the Council and there was no substance to the personal comments or allegations made.
- ii) the Chairman write to the Complainant setting out that the Committee's decision that the complaint had not been upheld.

A proposal that the meeting be adjourned and re-convened at a later date in order to consider the remainder of the agenda was defeated.

F&GP.7 **READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED** – that the press and public be re-admitted to the meeting

F&GP.8 **TOWN CLERK'S UPDATE REPORT**

The following comments and questions were raised in relation to the report:

FGP 170 footpath maintenance. In response to a concern raised by a councillor about footpath cutting, the Clerk clarified that the item was marked as 'complete' because the accounting virement subject of previous committee decision had been completed. In respect of the footpath cutting, having been asked about the path at Clodgy, she confirmed that it was due to be cut the following week, and that the majority of paths had received their first cut, carried out to a high standard by a temporary amenities officer providing cover for sickness leave. Councillors were advised to notify the Clerk of any other paths that they

became aware of, in need of cutting or clearing.

FGP 173 appointment of internal auditors. Councillors asked whether the appointment of internal auditors could be reviewed next year.

RESOLVED – that the report be noted.

**F&GP.7 INTERNAL AUDITORS REPORT**

The Committee considered the report and raised no issues or questions. Councillors proposed that Committee accept the report and record their thanks to Town Clerk and Finance Officer for their work.

RESOLVED – that the report be noted.

**F&GP.8 FINANCE REPORT**

The Town Clerk confirmed that she had received no questions from Councillors prior to the meeting but was happy to answer any queries.

RESOLVED – that the report be noted.

**F&GP.9 ANNUAL STATEMENT OF ACCOUNTS**

The Town Clerk circulated hard copies of the annual statement of accounts. In response to a query about how fixed assets were shown in the balance sheet, she confirmed that the Council's assets were all recorded in the asset register, which was a separate document. If the Committee wished to view the register, she would ensure a copy was tabled at the next meeting.

RESOLVED – that the report be noted and a copy of the assets register be presented to the next scheduled meeting of the Committee.

**F&GP.10 FINANCIAL RISK ASSESSMENT**

With current work commitments, it had not been possible to complete the draft risk assessment in time for consideration at the meeting.

RESOLVED – that the draft financial risk assessment be brought to the next scheduled meeting of the Committee.

**F&GP.11 GRANT APPLICATIONS**

**Application: Carbis Bay Methodist Church**

**Purpose: repairs to the tower**

Decision: to award £500

**Application: Flashlight St Ives**

**Purpose: digital music production**

Decision: to award £400

**Application: St Ives in December**  
**Purpose: Christmas presents for children**

The Committee expressed concern that no accounts, for the purpose set out in the application, had been provided which is a condition of the award of a grant and the application provided insufficient detail.

Decision: write to the applicant, deferring a decision until more detail and accounts are received.

**Application: St Ives Town AFC**

**Purpose: Portable goals**

Decision: to award £250

**Application: Kids R Us**

**Purpose: Update toilet facilities**

Decision: write to the applicant, deferring a decision until detailed accounts are received.

RESOLVED – that the grants as set out above be awarded

F&GP.12 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.13 DEBTORS AND CREDITORS (Paragraph 3)

The Town Clerk had circulated a report prior to the meeting, and at the meeting reported that a number of debts had been settled after the report was circulated. There were no exceptions or write-offs to be approved.

RESOLVED – that the report be noted.

Meeting closed at 21.26 pm

Chairman